

The following should provide a solid checklist of the steps you need to take to ensure you are on track for planning the **commissioning ceremony**.

It may seem like a lot, but trust me I wish I had something like this to help me out. If ANY of you have ANY questions about this continuity and what I did for my ceremony, do NOT hesitate to contact me regardless if it is a couple of months from now, or years down the road (Hoping this continuity makes it past 2024). Cell: (210-702-0787) Email: frankierodriguez62@gmail.com

-Frankie Rodriguez, Class of 2024

Best piece of advice: START EARLY

- 1. First things first, pick a deputy**
 - a. It should be someone you trust to get the job done. They need to know the plan just as well as you do. Depending on how large the event is, they also could get a PDT
- 2. Get an up-to-date list of all winter/summer/spring commissionees names as well as the projected date for the date of the ceremony**
 - a. Get this straight from Cadre
- 3. Create a Slack channel with ALL commissioning cadets as well as your staff**
- 4. Create a google drive for the ceremony**
 - a. Make sure all of your staff has access to it
 - b. Keep all of your documents here
 - c. Make copies from previous templates, or you can make your own! Entirely up to you.
 - d. [Link](#) to C/Rodriguez's drive

Up next, you need to find a venue. There are two options. Finding something on the UTSA campus (easier) or either at Randolph AFB or Lackland AFB (requires a little more work).

IF AT UTSA

1. Coordinate with Mr. Llano to reserve the HEB ballroom, as well as any other materials needed
 - a. Stage
 - b. Chairs
 - c. Podium with PA system

- d. Tables
- e. Projectors

IF ON BASE

We currently have a very good relationship with IAAFA (Inter-American Air Forces Academy), the current Commandant, Col Jimenez and the 318th SQ CC Lt Col Barnhart (The hangar that we used). I highly recommend reaching out to them to coordinate the ceremony there. They have a hangar that can fit about 300 chairs, a stage, about 60 chairs already there.

IAAFA also has an auditorium with zoom capability, but they have a max capacity of 300, which will limit how many guests everyone can bring.

- Expect VERY LONG response times
- The following is a link to [contacts](#)
 - ALWAYS BE RESPECTFUL
 - CC Mr. Llano and your deputy with any emails with active duty personnel.
 - If reaching out over text, introduce yourself first and explain what you are doing, then ask for their email so you can continue communicating on there, however, you may ask if you can continue communicating via text for time efficiency. Always use customs and courtesies and be respectful.

1. Once you find a venue, make sure you secure the following materials

- a. Stage
- b. Chairs
 - i. Suggest going through outdoor rec
 - 1. \$1 a chair
 - 2. You just need to figure out how to transport them to the venue.
- c. Podium with PA system
 - i. The det has speakers and a microphone, this is what we used last year.
- d. Tables
- e. Projectors (if needed)
- f. IF AT IAAFA
 - i. See if you can rent out some large fans to keep everyone cool. In May it can get very very humid and hot, you want to keep your audience comfortable.

2. **The only downside to this is that you will most likely need to rent out all of these if the venue on base does not have one.**
 - a. Coordinate this with Booster Club. Find a budget and work with it.
3. **Hangars would work best for ceremonies like this. Big auditoriums as well.**

YOU WILL NEED A GUEST SPEAKER!

If they are on active duty, you will communicate directly with either them or their protocol/aid. However, you can also have someone on Cadre communicate with them on your behalf. Make sure you use the proper protocol regarding their attendance.

I would highly recommend consulting with the commissioning class to ask if they would like to do a mass oath. The answer will most likely be no because everyone has their own friends/family they want to have done their oath.

This is good to know because when you do reach out to the guest speaker, you can let them know if they will be doing a mass oath, or just acting as a guest speaker.

- **General Visiting**
 - Make sure you have their flag their
 - 1 star flag, 2 star flag, etc.
 - Ruffles and flourishes before the anthem

Rest of the planning

2. **Once you have this set, you need to find the maximum occupancy of the room.**
 - a. The amount of guests per commissionee depends greatly on how much room you have to work with
 - i. **For example**
 1. Maximum occupancy for a room is 200
 - a. -with 15 commissionees brings it down to 185
 - b. -10 cadre brings it down to 175
 - c. -any DVs and THEIR guest??
 - d. -UTSA DVs (deans, president, etc.)
 - e. Taking all that into consideration, whatever number you get at the end will be how many extra space you have for guest.
 - i. I think 10-15 guests is suitable, but it very much depends on the size of the venue. This will be entirely your choice

3. After you have determined the guest count, Make a copy (or make your own) guest list spreadsheet

- a. [Link](#) to an example

4. If on base, some guests will not have base access.

- a. You need to create a google form and collect the info needed to fill out the UAR
 - i. Step by step instructions found in the commissioning drive.
 - ii. DO NOT PROCRASTINATE THIS STEP. Get it done early so you have plenty of wiggle room.

5. SET HARD DEADLINES

- a. The faster you complete this portion, the faster you can confirm a total number of guest→faster you can secure the chairs and other materials→faster you can get the cake→ ETC.....
- b. If the commissionees don't fill this out by the time they are given, it's okay to be flexible. But repeated mistakes should come with consequences.
 - i. Basically, if they don't fill this stuff out, no one is going to their commissioning ceremony.

6. RALLY VOLUNTEERS

- a. Announce that you need volunteers for the ceremony at LLAB or PT. Make another Slack chat for just the volunteers
 - i. I suggest appointing whoever is going to lead next semester's ceremony as the volunteer lead.
 - ii. HIGHLY RECOMMEND talking to the DET PA about setting up the livestream. If not, they can teach someone who WILL 100% be at the ceremony to stream to the det youtube.
 - iii. Find someone who can sing the national anthem
 - 1. Doesn't have to be a cadet!

7. Work on script and program

- a. Templates can be found in the drive
 - i. Just change dates and names
- b. SCRIPT
 - i. Find an MC. its suggested that you use a cadet from that commissioning class, but is extended.
 - 1. EX: FY 23: Camelo, Ferrer, Weaver, Neely
 - 2. EX: FY 24: Rosner, Finley, Riepma, Anderson
 - ii. Send to Mr. LLano for approval
- c. PROGRAM
 - i. Pages in multiples of 4
 - ii. Complete about a week out from commissioning
 - iii. Make sure to add guest speakers bio.

8. Secure Cake

- a. Suggest delegating this to someone else who wants to help out.
 - i. Have them coordinate with Booster Club for a budget

9. Brief your volunteers about the plan

- a. Suggest having set up at the venue a day before.
- b. Brief about the actual ceremony

10. Make a plan and set up the venue as best as you can the day before the ceremony

11. Have the best Ceremony ever

You will have months and months of preparation. Use this time to think about anything that may happen and be *ready* for it. Do not forget you have a deputy. You do not need to do all of this work yourself. Cadre would not have picked you if they knew you couldn't handle it. Be confident. Good luck and make this even better than the last ceremony.