

## FLAG CEREMONY

The flag ceremony chairman assists the Conference Coordinator in securing a color guard and developing a flag ceremony for the Opening Ceremonies at the Annual Conference.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The flag ceremony Chairman secures a Color Guard to post the flags. The flags that are posted include: United States of America, State of California, State of Hawaii, and State of Nevada. It is necessary to only post State flags where Sierra Pacific Region has a club.

When the International Official Visitor is from a foreign country, it is necessary to rent a flag from that country to be posted in the flag ceremony.

3. Suggested organizations that may use a Color Guard: Girl and Boy Scouts of America, Veterans Groups, and U.S. military. ITC members can also be used as a Color Guard. The price for a Color Guard should be within the budgeted amount and approved by the Conference Coordinator.
4. The Flag Ceremony Chairman may wish to recite a patriotic poem or historical presentation about the flags before calling on the Color Guard to post the flags. The Flag Ceremony Chairman leads the audience in the Pledge to United States of America and the ITC Pledge.
5. At the closing of the Conference, the Flag Ceremony Chairman presides at the Retirement of the Flags. ITC members are used in the Retirement of the Flags. In some cases, the Color Guard can dress in white shirt or blouse and black pants or skirt. Currently, the Retirement of Flags ceremony has been after the Installation Ceremonies and members have been dressed in semi-formal attire. It is responsibility of the Flag Committee Chairman to recruit and train ITC members to assist in retiring the flags.
6. Coordinate with the Properties Chairman in securing the flags and flags posts.

Listed Below is a suggested Flag Ceremony script:

The Flag Ceremony Chairman goes to the lectern when called on by the President. The Flag Ceremony is one of the first presentations during the Opening Ceremonies. At this time, the Flag Ceremony Chairman may wish to recite a patriotic poem. After the recitation, the Flag Ceremony Chairman asks the audience to, “Please stand for the presentation of colors by \_\_\_\_\_ led by \_\_\_\_\_,

“Color Guard Attention”

“Color Guard Advance”

“Flag bearers, post your flags.”

## FLAG CEREMONY (cont'd)

“Ladies and Gentlemen, please join me in reciting the pledge of allegiance to the flag of the United States of America followed by the ITC pledge, which is printed on page \_\_\_\_\_ of your program.

“Color Guard Dismissed.”

“Audience you may be seated.”

“Mr./Madame President, the flags of the United States of America, California, Hawaii and Nevada have been posted.”

Take your seat in the audience.

The President may present Certificate of Appreciation to the Color Guard. If a fee is given to the Color Guard, it should be presented before the ceremony.

Retirement of Flags:

The Retirement of Flags is one of the last presentations before closing of the conference. The President will call on the Flag Ceremony Chairman to Retire the Flags. The Flag Ceremony Chairman will go to the lectern and ask the audience, “Please rise for the retiring of the colors. *Name of ITC member* (as many names as there are flags) will be flag bearers for this ceremony.”

“Flag bearers, please take position.” (Flag bearers stand beside flag facing it.)

“Flag bearers, please retrieve your flags.” (Flag bearers take flag from stand, face audience, with flag straight up.)

“Flag bearers, please retire your flags.” (Flag bearers turn facing exit, and march away leaving about 6 steps between each person. Flag is leaning forward slightly.)

“Audience you may be seated.”

Mr./Madame President, this concludes the retiring of the colors.”