



809 Newark Squadron 9th Annual Mess Dinner 20 December 2017

Agenda

TIME	EVENT
1820	<p>Cadets gather in foyer/coat area until given direction to enter dining area.</p> <p>Cadets verify where they will be seated on the seating chart.</p> <p>PMC/VPIC will speak with Lt Russell about speeches and presentations before the dinner begins.</p>
1830	<p>Five-Minute Call</p> <p>VPIC will begin to usher cadets into the dining room.</p> <p>Cadets will enter dining area and stand behind their seats.</p> <p>VPIC ensures everyone is in the correct place and quiets everyone for the entrance of the head table.</p> <p>PMC gathers the head table guests in order of seating.</p>
1835	<p>Grand March</p> <p>PMC leads the head table into the dining area and ensures the guests are in their correct seating position.</p> <p>PMC raps the gavel to signal the official start of the dinner.</p>
1840	<p>Welcome</p> <p>"Welcome to the 809 Newark Royal Canadian Air Cadet Squadron 9th Annual Mess Dinner. I would now like to call upon _____ to say Grace: High Flight"</p> <p>High Flight is read.</p> <p>"Please be seated."</p>

- “Good evening honoured guests and fellow cadets, my name is Warrant Officer 2nd Class Giansante and I will be your PMC for this evening.”
- “I now have the honour of introducing our head table and guests:”
(See seating plan for reference.)
- 1845 **Dinner**
- “At this time, the head table will be served, followed by _____,
and so on across the hall.”
- The dinner proceeds according to the menu. Ask Lt Russell to speak as Dessert is being served.
- “I would now like to ask Lt Russell to introduce the next portion of our evening.”
- 2000 **Break**
- The PMC will announce the break and request that everyone remain standing while the guests at the head table leave the dining room.
- 2005 PMC will lead the guests back to their seats at the head table. The assembly will follow and return to their own seats.
- 2015 **Toasts**
- “We will now proceed with the toasts for the evening. Please stand for the Air Force March Past.”
- Guests are seated.
- Loyal Toast**
- PMC raps the gavel for silence.
- “Please stand for the Loyal Toast.”
- PMC stands.
- PMC says, “Ms. Vice, the QUEEN OF CANADA”
- VPMC stands.
- VPMC says: “Mesdames et Messieurs, La REINE DU CANADA”
- Everyone stands.
- Everyone replies, “The Queen” or “La Reine”
- Kitchen Staff Appreciation**
- The PMC raps the gavel for silence and calls on the serving staff to thank them for a job well done.
- “Ladies and Gentlemen please join me in a round of applause for the fine meal and the wonderful service provided throughout the meal by the serving staff.”
- “Please join me in sending out a very special thank you to CI Thiffault, whose extraordinary efforts have made this meal possible.”

2020

Addresses

"I would now like to ask Mr. Gary Zalepa, Sponsoring Committee Chair for 809 Newark Squadron to address our group."

After his speech, call on the next person.

"I would now like to call on Captain Lemoine, Commanding Officer of 809 Newark Squadron to say a few words."

"On behalf of 809 Squadron's Staff and Sponsorship Committee, thank you for attending our 9th Annual Mess Dinner."

2100

"This now concludes our Mess Dinner. Please stand for the departure of the Head Table."

VPMC to dismiss cadets after last member of Head Table has left the table.