

# Caddo Parish JROTC Standard Operating Procedures

## Chapter 6 – Formal Events (Military Ball)

### Section 1 – Purpose and History

- 1-1. General:** The Caddo Parish JROTC Military Ball is a two part event consisting of a formal dinner (in-keeping with a military style tradition) that recognizes the graduating JROTC cadet seniors and a dance. The Military Ball is an annual event exclusively for JROTC cadets and their invited guest, and is typically held at a military base, or other formal setting. This SOP serves as a guide and provides for the minimum requirements for a successful formal event.
- 1-2. Purpose:** The purpose of the Military Ball is to promote fellowship, camaraderie, esprit de corps, and to celebrate the conclusion of four years of hard work and commitment to the graduating seniors. In General, the military ball is a formal JROTC banquet in which a high degree of military atmosphere and tradition is maintained.
- 1-3. History of the Military Ball:** Originating in the universities of the tenth century where a widely dispersed student body gathered periodically to exchange ideas in a common atmosphere, the dining-in was quickly adopted by military units of that period. Perceptive commanders realized that camaraderie among their members was extremely important to the effectiveness of their organizations, and further, that a formal banquet provided an excellent situation in which to recognize outstanding personnel.

### Section 2 – Planning the Military Ball

- 2-1. General:** Start early! Careful, detailed planning is required to ensure that the occasion proceeds smoothly and is enjoyable. The details must be thought out through in advance.

Establish a cadet committee (should consist of a minimum, selected LET 4 seniors and LET 3 juniors (LET 3 juniors will need the experience for next year's planning) and chaired by the senior cadet leader. Be sure to work out all of the details concerning the military ball far in advance – as a minimum, at least two to three months prior to the date of the event. You will also need to accommodate for time to raise funds. Your venue will need at least two weeks' notice with the final head count to set the menu in place.

- 2-2. Planning the military ball should include the following considerations:**

- a. Choose a venue by reviewing event and banquet menus online or by contacting the establishment. The venue will be your best starting point as that would determine if you need to contact caterers or what decorations, if any, you will need to provide. Be sure there is ample room for seating and dancing. Also determine what extras are included, such as **table linens, beverages, centerpieces** and **music**, by speaking to the banquet manager.

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- b. Establish a date and time for the event and clear the date details with the venue to make sure they have the date available.
- c. Determine an approximate number of students and guests. This will be crucial in pinpointing appropriate venues as many establishments have minimums or maximums for usage.
- d. Establish a required minimum number of cadets to attend (these numbers will impact your Unit Report score). Also your planning should include the total number of student and adult guest attending the military ball. This should also include VIPs attending. See *(k.) below*.
- e. Choose a menu for the ball. Choose a menu that will appeal to the cadet's palate, thus minimizing wasted food (money). A military ball will typically include a sit down or buffet-style dinner.
- f. Calculate the amount of money the ball will cost. Establish a budget with the cost of food, banquet hall rental, entertainment and decorations. Decide the amount each cadet will be charged to help offset the cost of the military ball.
- g. Coordinate fund raising activities (with your school principal and bookkeeper) to pay and offset whatever portion of the balance will be left over after expected ticket sales. Ask about various lucrative and successful fund raising activities that may help bridge the gap in your budget
- h. Establish the event beginning and ending times.
- i. Music, see paragraph (a.) above. The SAI must screen the music to be played at the ball to ensure that is appropriate; un-offensive, lacks profanity, and in keeping with the CPSB policies.
- j. Decorations (Theme and Colors: this also includes table decorations). **See (a.) above**
- k. Invited guest: (VIP: superintendent/directors, DAI, CPSB district representative), school principal/s, parents, counselors, teachers, and your school military recruiters). **See (b.) above**
- l. Invitations/Programs may be used to provide the students/guest vital information about the military ball, i.e. **location, date** and **time** of the ball.
- m. Most important, promote the military ball with fliers and announcements. Print fliers with the basic information such as event title, ticket cost, venue and date and time of the ball, and distribute them throughout campus in common areas (with the principal's permission).

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### **Section 3 – Military Ball Attire**

**3-1. General:** Establish a dress code for the event and include it on the invitation. Typically the male cadets are required to wear their uniforms and female cadets and civilian guests wear formal attire. It is strongly recommended that the all cadets receive a thorough briefing regarding the attire being very specific with what is appropriate. Cadets and their guest should be turned away at the door if not in compliance.

**3-2. The Attire for All JROTC Male Cadets:** Male cadets are required to wear their JROTC uniform to the military ball. Male cadets are required to wear the following:

- (1.) The JROTC Class A uniform with white shirt and bowtie.
- (2.) Black oxford shoes with black socks.
- (3.) No headgear (except color guard and honor guard)
- (4.) Authorized accouterments

**3-3. The Attire for JROTC Female Cadets:** JROTC female cadets may wear their JROTC Class A uniform with white blouse and neck tab (but must meet the same standards as the male cadets). JROTC females who elect not to wear the JROTC uniform will wear the following:

- (1.) A formal dress – usually long and with good taste, short dresses must comply with the guidelines contained within the Caddo Parish School Board Student Dress Code. Gowns/dresses must not be "revealing", either in front, or in the back. Care should also be given to coverage of the dress at the back and shoulders.
- (2.) Appropriate footwear commensurate for the occasion (tennis shoes, flip-flops, and boots are not authorized for this occasion).

**3-4. Invited Student Guest:** Invited guest of JROTC cadets must comply with the following guidelines within this SOP:

- (1.) Invited Male Guest will wear/adhere to the following:
  - (a.) Formal attire (a dark suit or tuxedo) with bowtie or string tie.
  - (b.) Dark closed toe leather shoes with socks commensurate for the occasion (tennis shoes, flip-flops, and boots are not authorized for this occasion).
  - (c.) No extreme style haircut, i.e. mohawks, or radicalized shaved scalps.
  - (d.) Hair color must be of a natural color for ethnicity.
- (2.) Invited Female Guest will wear/adhere to the following:
  - (a.) A formal dress – usually long and with good taste, short dresses must comply with

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the guidelines contained within the Caddo Parish School Board Student Dress Code. Gowns/dresses must not be "revealing", either in front, or in the back. Care should also be given to coverage of the dress at the back and shoulders.

- (b.) Appropriate footwear commensurate for the occasion (tennis shoes, flip-flops, and boots are not authorized for this occasion).

### **Section 4 – The Formal Military Ball Requirements**

**4-1. General:** The military ball is a two part event consisting of a formal military style event and an informal style dance that should be kept in good taste commensurate with the event. The formal portion of the Military Ball is mandatory and should be in-keeping with the traditions of the military. The military ball is meant to be a dignified, formal occasion and should be just that.

**4-2. Seating Arrangement:** To prevent confusion, a numbered seating chart showing designated seating for each guest at the table should be prepared and posted near the entrance to the dining room. The use of cadet ushers to escort VIP and adult guest to their designated tables is the best option. The following seating arrangements should be established:

#### **(1.) The Head Table:**

- (a.) The head table should be placed at the front of the room, opposite the entry doors.
- (b.) The head table at a military ball should have seating to accommodate the senior cadet leader and his/her staff and their guest.
- (c.) The military ball's host, usually the cadet battalion or brigade commander sits in the center of the head table.
  - (1.) The guest of honor sits to his immediate right, followed by the third and fourth highest-ranking guests.
  - (2.) The second ranking guest, toastmaster and first ranking guest are seated to the host's left.
- (d.) If guest or significant others are present, each is seated to the immediate left of his/her own sponsor member.
- (e.) From the head table, the speaker will address the crowd and the toastmaster will call the traditional toasts.

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- (2.) **High-Ranking Table:** Tables for high-ranking cadets may be arranged to accommodate company commanders and extracurricular team commanders and their guest. The guest are seated to the immediate left of the cadet sponsor.
- (3.) **Regular Tables:** Regular tables are established to seat all other members of the cadet corps and their guest. Tables may be arranged for seating of four, six, or eight personnel. **Note: Place placards on tables using a numbering or alphabetize system.** You will need this if a buffet-style meal is served.
- (4.) **Adult Guest and VIP Tables:** Special consideration should be made for seating of adult guest and VIPs. JROTC cadre seating should be dispersed among VIP and adult guest tables.

**4-3. The Receiving Line:** Receiving lines may be formed from right to left, or left to right; but the method preferred is from right to left.

- (1.) The Senior Cadet Officer and Non-Commissioned Officer (CSM) with their guest will be in the receiving line.
- (2.) The S-1 will be at the beginning of the line – Do Not shake his/her hand. The S-1 is there to introduce the cadet and his/her guest to the senior cadet officer, whereby the cadet greets and shakes the hand of the senior cadet officer and the CSM.
- (3.) The lady/female will go first through the line and her cadet sponsor follows.

**4-4. Posting of the Colors:**

- (1.) The color guard will be composed of a minimum of two (2) color bearers and two (2) guards. All members should be approximately the same height to present the most favorable impression.
- (2.) The color guard will present the American flag and colors to the front of the head table and post the colors to the rear of the head table.
  - (a.) Optional: Singing of "God Bless America" may be sung as the color guard begins to march toward the head table.
  - (b.) The National Anthem should be played or sung when the colors are presented in front of the head table.
- (3.) When the colors are moving forward and until they placed in the flag stands, cadets in uniform will stand at attention while those in civilian clothes will stand quietly with their hands at their sides. Cadets should follow the flag with their eyes.

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(4.) Reciting the "Pledge of Allegiance" should be a requirement after the National Anthem is played or sung.

**4-5. Invocation:** There will most likely be an invocation given by the cadet chaplain. The invocation should be non-denominational.

**4-6. Welcome and Remarks:** The senior cadet officer or designee seats the audience and proceeds with welcoming remarks which set the tenor for the formal part of the ceremony. The welcoming remarks should include the following:

(1.) Welcome: Welcome to all those in attendance, acknowledgment of VIP guest, principal/s, and significant supporters of the JROTC program. VIPs should be welcomed and acknowledged by name and position.

(2.) Opening Remarks: The minimum opening remarks should include:

(a.) Purpose of the military ball (see paragraph 1-2)

(b.) History of the military ball (see paragraph 1-3)

(c.) Short speech (conclusion of accomplishments/four successful years by the LET 4 graduating seniors.)

**4-7. Ceremonial Toast:** The offering of ceremonial toasts is a traditional Army custom at a formal dining-in. Toasts are usually offered at the end of the meal, but may be given before sitting down for the meal. When offering ceremonial toast, the following guide should be followed:

(1.) The order and subject of each toast is decided upon in advance and the cadets are advised of the correct responses and actions expected of them.

(2.) Ceremonial toast will be given while standing.

(3.) A junior cadet officer or NCO is frequently called upon to present at least one toast.

(4.) Ceremonial Toasts should as a minimum include:

(a.) The first toast is to the "President of the United States"

(b.) The second toast is to the "United States Army"

(c.) The third toast is to the "U.S. Army Cadet Command"

(d.) The fourth toast is to "The Service Men and Women of Our Armed Forces"

(e.) The fifth toast is to the "School"

(f.) The sixth toast is to the "Ladies" (*All females will be sitting when this toast is given.*)

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### **Section 5 – Serving the Meal**

- 5-1. General:** As stated above in Paragraph 2-2 (e.), the military ball will typically include a sit down or buffet-style dinner. Planners of the military ball should place careful thought in how the meals will be served as this can go horribly wrong. Either there will not be enough to feed everyone, or chaos at the buffet serving line.
- 5-2. Sit Down Dinners:** Venues that provide sit-down dinners will have the meals serve by staff personnel and should be briefed that meals be served in the following order:
- (a.) Personnel sitting at the head table, VIPs, and adult guest should be served first.
  - (b.) Cadets and their guest sitting at the high-ranking table and remainder of the cadets and their guest served last.
- 5-3. Buffet-Style Dinners:** Venues that provide a buffet-style dinner will usually have the food displayed on tables arranged in a straight line. Military ball planners are recommended to use the following guidelines:
- (1.) Ask adult volunteers (parents) in advance, to serve the food on the buffet serving line.
  - (2.) Tables should be identified with numbed or alphabetize placards and called to the serving line accordingly. This will minimize the chaos during serving.
  - (3.) Appoint the S-1 as the designated official to call table personnel to the buffet serving line.
  - (4.) The serving order should be:
    - (a.) Personnel sitting at the head table.
    - (b.) VIPs, and adult guest.
    - (c.) Cadets and their guest sitting at the high-ranking table.
    - (d.) Cadets and their guest called up by their assigned table.

### **Section 6 – Retiring of the Colors**

- 6-1. General:** Retiring the colors is mandatory prior to other events taking place. Generally, right after dinner at a predetermined time. The retiring of the colors concludes the formal part of the military ball.
- 6-2.** Typically when the colors are retired, the color guard is moved in the reverse order to the rear of the head table to secure the colors.

### **Section 7 – Recognition of Cadet Seniors (Informal Part of the Military Ball)**

- 7-1. General:** An Emcee (who reads and enunciate their words well) should be appointed to narrate the recognition of the JROTC graduating senior cadets.

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**7-2.** Graduating cadet seniors and their guest are usually recognized by reading a brief narrative of the cadet and their passing under the "Arch of Steel" performed by the JROTC Honor Guard. During this part of the military ball, the following may occur:

**(1.)** Recognition of graduating cadet seniors by reading a short script about the cadet:

- (a.) Cadet's rank and name
- (b.) Name of cadet's escort.
- (c.) Position/s held while in JROTC.
- (d.) Cadet's plans upon graduation from high school.

**(2.)** Announcement of the JROTC Court:

- (a.) Mr. and Miss. LET 1
- (b.) Mr. and Miss. LET 2
- (c.) Mr. and Miss. LET 3
- (d.) Mr. and Miss. JROTC (LET 4 cadet seniors only)

**(3.)** First Dance (dedicated only for the JROTC Court).

### **Section 8 – The Dance**

**8-1. General:** The dance must not be vulgar and will be conducted in compliance with the Caddo Parish School Board Discipline Policy and monitored by the JROTC instructor cadre for compliance of such policies, maintenance of discipline, and decency. When dancing cadets should maintain as much dignity as possible.

**8-2. Attire:** During this part of the military ball, cadets are allowed to "get comfortable" in order to relax, dance, and have fun. Military tradition dictates that once the senior ranking male cadet remove his coat, the other male cadets may then do so at that time. The following should be allowed:

**(1.) Male cadets should be allowed to:**

- (a.) Remove their coat and bowtie
- (b.) Un-tuck their shirts (but must "get back in uniform" prior to leaving the ball).

**(2.) Female cadets should be allowed to:**

- Remove shoes with high heels (safety purposes).

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## Appendix G

### Military Ball Planning Checklist

#### At the Beginning of School (To insure booking)

\_\_\_\_\_ Determine and select the location

#### Three Months Out

- \_\_\_\_\_ Draft agenda
- \_\_\_\_\_ Select and invite guest speakers
- \_\_\_\_\_ Coordinate with vendor facility
- \_\_\_\_\_ Coordinate music
- \_\_\_\_\_ Gather tentative number of attendees

#### Two Months Out

- \_\_\_\_\_ Determine menu
- \_\_\_\_\_ Select color guard
- \_\_\_\_\_ Refine agenda
- \_\_\_\_\_ Invitations
- \_\_\_\_\_ Publish agenda, guest list, menu selection, and program
- \_\_\_\_\_ Obtain biographical sketch of guest speaker
- \_\_\_\_\_ Schedule photographer
- \_\_\_\_\_ Coordinate BAFB for base access/prepare memorandum
- \_\_\_\_\_ Select individuals to present toasts
- \_\_\_\_\_ Refine number of attendees

#### Two Weeks Out

- \_\_\_\_\_ Publish memorandum of instruction
- \_\_\_\_\_ Confirm number attending
- \_\_\_\_\_ Prepare seating charts
- \_\_\_\_\_ Prepare place cards
- \_\_\_\_\_ Rehearse color guard
- \_\_\_\_\_ Confirm guest speaker and very important person guests
- \_\_\_\_\_ Identify transportation requirements

**Appendix H**

**Ceremonial Toast and Responses**

1. Toasts are usually offered at the end of the meal, but may be given before sitting down for the meal. When offering ceremonial toast, the following guide should be followed.
2. Cadets should be selected in advance to give the toast and should be briefed on the correct responses and actions expected of them.
3. The below Ceremonial Toast must be given while standing:
  - (a.) Toast # 1: **"I propose a toast to the Commander in Chief, the President of the United States. "**  
Response: **"To the President"**
  - (b.) Toast # 2: **"I propose a toast to the United States Army."**  
Response: **"To the Army"**
  - (c.) Toast # 3: **"I propose a toast to the United States Army Cadet Command."**  
Response: **"To Cadet Command"**
  - (d.) Toast # 4: **"I propose a toast to the Service Men and Women of Our Armed Forces."**  
Response: **"To our brave Men and Women."**
  - (e.) Toast # 5: **"I propose a toast to our School."**  
Response: **"To \_\_\_\_\_ High School."**
4. This toast is given while all the "Ladies" are sitting.

**Toast # 6: "I propose a toast to our Ladies."**

**Response: "To our lovely Ladies."**