

Memorial Service for Vice Admiral XXXX X. XXXXX
5 December 20xx

SCHEDULE OF EVENTS

<u>TIME</u>	<u>EVENT</u>
0800	Set up of sound system, podiums, and memorial table.
0830	Assemble the participants in the gym.
By 0845	Assemble USNAVCENT's company in the gym.
0850	LADIES AND GENTLEMEN, IN JUST A FEW MINUTES, WE WILL BEGIN THE MEMORIAL SERVICE. THIS IS AN UNCOVERED EVENT. PLEASE SILENCE ALL ELECTRONIC DEVICES.
0855	"WILL THE GUESTS PLEASE BE SEATED."
0900	Ceremony Commences
0900	MC: "GOOD MORNING LADIES AND GENTLEMEN, AND WELCOME TO THE MEMORIAL SERVICE FOR VICE ADMIRAL XXXX XXXX. A SPECIAL WELCOME TO THE XXXX FAMILY IN ATTENDANCE TODAY, AND TO ADMIRAL XXXX'S NAVY FAMILY AND FRIENDS."
	MC: "PLEASE RISE FOR THE INVOCATION TO BE DELIVERED BY CHAPLAIN CHAPLAIN CLIFF STUART."
	- Invocation: Chaplain Stuart
	MC: "AT THIS TIME, FLEET MASTER CHIEF PETTY OFFICER XXXX XXXX WILL SHARE A SCRIPTURE READING."
	Psalm 23: Fleet Master Chief Mason
	MC: "THE VICE CHIEF OF NAVAL OPERATIONS, ADMIRAL XXXX XXXX, WILL NOW SAY A FEW WORDS."
	- VCNO's Remarks.
	MC: "MR. XXXX XXXX WILL NOW GIVE THE EULOGY."
	- Mr. XXXX XXXX's remarks
	MC: CHAPLAIN XXXX XXXX WILL NOW PROVIDE A SPIRITUAL REFLECTION."
	Chaplain XXXX's Remarks
VCNO?	MC: "MRS. XXXX, THIS NATINAL ENSIGN IS PRESENTED TO YOU AS A TRIBUTE TO YOUR HUSBAND'S HONORABLE AND DEDICATED SERVICE TO OUR NATION AND NAVY. THIS FLAG WAS FLOWN OVER THE NAVCENT HEADQUARTERS."
	VCNO presents national ensign to Mrs. XXXX.
	- MC: "PLEASE RISE, AS WE WILL NOW OBSERVE A MOMENT OF SILENCE TO REMEMBER OUR FALLEN SHIPMATE."
	ALLOW APPROXIMATELY 30 SECONDS TO PASS.
	**TAPS WILL BE PLAYED.
	MC: "CHAPLAIN XXX XXXX WILL NOW DELIVER THE BENEDICTION."
	Benediction: Chaplain XXX XXXXX
	- The VCNO, VADM XXXX, RDML XXXX and the XXXX Family Depart
	MC: "THIS CONCLUDES TODAY'S MEMORIAL SERVICE. THE NAVCENT/FIFTH FLEET/COMBINED MARITIME FORCES TEAM AND THE STEARNEY FAMILY THANK YOU FOR YOUR AND ATTENDANCE DURING TODAY'S SERVICE, AND WISH YOU FAIR WINDS AND FOLLOWING SEAS."