DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5200.7
28/SpecEvents
JUL 30 2010

USNA INSTRUCTION 5200.7

From: Superintendent

Subj: THE OFFICE OF SPECIAL EVENTS

Ref: (a) NAVSUPPACT ANNAPOLIS INST 5530.1C
(b) USNANOTE 5420 CH-1
(c) USNAINST 5060.6J CH-1
(d) USNANOTE 5200 Business Rules for the Office of Special Events
(e) USNAINST 5290.2C
(f) USNAINST 11100.7A

Encl: (1) VIP Events
(2) Conferences
(3) USNA Ceremonies
(4) Personal Recognition Ceremonies
(5) Class Reunions
(6) Sample "Request for Superintendent Approval"
(7) Special Event Checklist

1. Purpose

a. To establish the policy and roles of the Office of Special Events.

b. To issue general guidance for Special Events, as defined by this instruction, conducted on the grounds of the United States Naval Academy (USNA).

2. Cancellation. USNA Instructions 1601.4F and 5700.1B. This directive is a new instruction, and should be read in its entirety.

3. Background. As a prominent academic and military training institution and national historic site attracting world-wide attention, the Naval Academy receives thousands of requests for visits, tours, use of facilities (to hold conferences, meeting, presentations, etc.) and many other events each year. Because of the volume and complexity of these requests and the sometimes overlapping responsibilities of Naval Academy Departments, a central point of contact for initial coordination is essential. The Office of Special Events was established to coordinate, schedule and assist in facilitating these activities and events. Although Special Events acts as the initial point of contact in most cases, the office may not ultimately be the primary point of contact or responsible party for executing the events. The Office of Special Events will coordinate with other Naval Academy departments or divisions and other groups, as appropriate.

4. Policy

a. The Office of Special Events is the central point of contact for all outside requests for visits, Very Important People (VIP) tours, and many other events.

b. The Office of Special Events, through the Event Coordinator, maintains a Master Calendar of events taking place on the grounds of the Naval Academy. The Superintendent, Commandant of

Midshipmen, Academic Dean and Provost (in the case of academic buildings, classrooms, and labs), Athletic Director (in the case of athletic facilities and fields), and Dean of Admissions, in that order, will have scheduling priority.

c. The Office of Special Events, through the Event Coordinator, maintains a detailed Operations Report derived from Web Events. It is critical for planning purposes, especially in emergency situations, that WebEvents be used to schedule activities on the Yard. All events should be on one of the WebEvents Calendars so that they appear on the weekly Operations Report.

d. By direction of the Superintendent, the Director of Special Events has the authority to gather input from other Naval Academy Departments and to assess whether a request should be supported on the Yard.

e. All events on the Yard must have a sponsor, approval from the appropriate facility manager and support the mission of the Naval Academy and Brigade of Midshipmen, or be directed by the Superintendent.

f. A set of Business Rules was established to avoid having to submit a new "Request for Superintendent Approval" form enclosure (6) for recurring (usually annual or more frequent) events each time the event is requested. Once approved, Business Rules allow the Director of Special Events to approve the requests instead of having to submit a request to the Superintendent. Typical recurring events include group briefings, tours, demonstrations, conferences, exhibits and group discussions. They may also include rules that cover specific events (e.g. Fireworks on the Yard) or pertain to individual groups (e.g. Boy Scouts). All business rules must be approved by the Superintendent as submitted by the Director of Special Events utilizing the form in enclosure (6). Significant deviations from approved itineraries will require approval from the Superintendent. The comprehensive list of approved business rules can be found in the USNA Notice listed in reference (d). This notice will be submitted to the Superintendent semiannually for updating additions, deletions or changes that have occurred since the previous review. Even for those recurring events covered by a business rule, the Office of Special Events will utilize a form similar to the one in enclosure (6) to coordinate the event with all interested parties.

g. Events that do not require approval of the Superintendent do not need to be coordinated by the Office of Special Events and may be handled directly by the sponsoring department on the Yard. If there is any doubt if an event requires the Superintendent's approval, contact specialevents@usna.edu or 410-293-1526 for clarification.

h. In addition to the Business Rules, reference (d), the Office of Special Events developed Memorandums of Agreement (MOAs) with various departments on the Yard to cover special handling with specific groups that visit USNA on a regular basis. These signed MOAs are archived on the Special Events shared drive. All questions about the current MOAs should be directed to specialevents@usna.edu or 410-293-1526.

i. The Office of Special Events is not responsible for parking or access concerns associated with events that the Office of Special Events is not directly coordinating. For those events, parking and access may be granted by the appropriate Chain of Command, as described in reference (a).

5. Types of Events

a. The Office of Special Events may coordinate, and when necessary execute, the following types of events:

(1) VIPs conducting Official Visits/Tours to the Naval Academy to include:

(a) Any retired or active duty flag/general officer or civilian equivalent (Senior Executive Service (SES)).

(b) Foreign Service Academy Leaders equivalent to or higher than the Commandant of Midshipmen.

(c) Current members of Congress, public officials and respective staff members with direct coordination from the Director of Government Affairs.

(d) Department of Defense Officials.

(e) Members of the Service-Secretary's staff.

(f) Members of the USNA Board of Visitors (BOV) with direct coordination from the USNA Superintendent's Flag Secretary.

(g) Foreigners of equivalent positions as previously stated with direct coordination from the Director of International Programs.

(h) Any individual/group designated by the Superintendent.

(2) Internal Conferences, defined as: a faculty or staff hosted or sponsored conference on the Yard. Special Events may assist with coordination, but is not responsible for the execution of the event.

(3) Designated community-relations events on the Yard when assigned by the Superintendent.

(4) USNA Alumni Association and Foundation events in accordance with enclosure (5) or when assigned by the Superintendent.

(5) Commissioning Week and Plebe Parents' Weekend in accordance with references (b) and (c).

(6) The Navy Flag Officer and Senior Executive Symposium (NFOSES).

(7) Funeral or remembrance memorials for distinguished graduates, faculty, and staff.

(8) Retirements, promotions, and other designated ceremonies in accordance with reference (f) and enclosures (3) and (4).

(9) Other requests for the use of Naval Academy facilities made by non-faculty/staff as approved by the Superintendent.

(10) Any events, not listed above, assigned by the Superintendent.

b. Amplifying information may be found in enclosures (1) through (5). These enclosures are provided as general references and do not constitute an all inclusive list of the events the Office of Special Events coordinates and executes.

c. The Office of Special Events, through the Event Coordinator, maintains a Master Calendar of anchor events and a detailed Operations Report. The types of events included on each are:

(1) Anchor Events. Anchor Events are kept on the Master Calendar and meet all of the following criteria:

(a) Are significant or large enough to have an impact on the Yard and/or the schedule of the Brigade of Midshipmen.

(b) Are approved by the Division Director or equivalent.

(c) Are tentatively scheduled with the appropriate facilities schedulers and with the Commandant's scheduler if involving the Brigade of Midshipmen.

(2) Day-to-Day Activities. All events and evolutions on the yard are listed in hour-by-hour, detailed description in the Operations Report which is emailed out each week by the Director of Special Events along with the Special Events Report. A non-inclusive list of examples is: construction projects, academic lectures, candidate weekend visits, class reunions, Bancroft hall zone inspections, religious observances, sporting events, diversity office events, and VIP visits.

6. Process

a. When the Office of Special Events receives a request, the following procedures will be followed:

(1) The first Special Events Point of Contact (POC) will collect as much information as needed to determine if the event is appropriate to hold at USNA. The event will also be immediately recorded in the Office of Special Events Tickler and Tracker for internal office management. Some of the primary factors which will be considered include:

(a) The level of support and specific desires/requests of the most senior person/group that would like to see this event occur at USNA.

(b) Benefit to the Navy, DoD, Midshipmen, faculty or staff.

(c) Overall impact to USNA daily operations.

(d) Scheduling availability for the appropriate facilities.

(e) Requested level of involvement from midshipmen, faculty or staff.

(f) Previous approval or disapproval of the event or one closely related to it.

(2) If the request is new, the Special Events POC will establish a sponsor by determining if the nature of the event aligns itself with a department at USNA. The Special Events POC will request a sponsor from the department who will become the primary POC when the event is approved. If the event does not align itself with a single department, the Special Events POC may become the sponsor. If the event aligns itself with a single department which is unwilling to provide a sponsor the request may be denied.

(3) If the event requires Superintendent Approval, the Special Events POC will draft a request for Superintendent Approval, enclosure (6). The Director of Special Events will send the request by email to everyone who should be involved in the execution and oversight of the event for coordination. The Special Events POC will collect the comments and recommendations and add them to the request. Once completed, the Director of Special Events will email the request to the Superintendent. Once the event is approved or disapproved, the Special Events POC will email the Superintendent's decision to all involved along with any restrictions/changes/comments as directed. The signed hard copy of the Request for Superintendent Approval will be kept on file in the Special Events Office and an electronic copy filed on the Special Events Shared Drive.

(4) If the event is approved, the sponsor is responsible for its execution. The Special Events POC will only act as an advisor when not the sponsor.

(5) Throughout this process, the Special Events POC will update the Tickler and Tracker to reflect date changes, notes, and one of the following standard status indicators:

(a) "Pending" – We have received the request and are drafting it or are in the midst of gathering all the information necessary.

(b) "Out for inputs (MM/DD)" – Submitted the request via email to all the involved departments across the yard for coordination. The due date given by the Director should be mentioned in the notes section of the Tickler.

(c) "Submitted (MM/DD)" – the Request for Superintendent Approval, with all necessary comments and recommendations has been emailed to the Superintendent's office.

(d) "Approved (MM/DD)" or "Disapproved (MM/DD)" – the Request for Superintendent Approval has been signed.

(e) "CANX" – The request has been withdrawn by the requester.

The Special Events POC will also update the Special Events Report. This report will include all information from the Tickler, as above, as well as the body of the Request for Superintendent Approval, and a detailed explanation of changes as the request progresses.

b. The Master Calendar Process is another integral part of the Office of Special Events that operates in conjunction with but independently of the request for visit process.

(1) Desired dates for anchor events (as described in section 5c(1)) must be submitted by email to masterschedule@usna.edu before the deadlines for the Fall, Spring, May Intersessional Period/Commissioning Week, and Summer Master Calendars. The deadlines are published via email by the Event Coordinator. All submissions must include the location, date, time and primary POC for the event.

(2) Once submissions are received, the Event Coordinator uses the established scheduling priority (as described in section 4b) to de-conflict all events. The draft Master Calendar is then presented to the Superintendent for his approval. All events are held as tentative until the draft Master Calendar is signed by the Superintendent.

(3) If a unique event, never held on the Yard before, meets the Master Calendar event criteria, but is not received before the Superintendent signs the Master Calendar, the event will require approval from the Superintendent. After checking with the Event Coordinator for schedule de-confliction, the Division Director or equivalent approving authority will need to go directly to the Superintendent for approval. If approval is granted by the Superintendent, a copy of the approval document will be sent to the Event Coordinator for inclusion into the Master Calendar.

c. The Operations Report process:

(1) The Event Coordinator prepares a weekly Operations Report listing events and evolutions on the Yard. The report is generated from data in Web Events.

(2) Unique events not in Web Events are often added to the Operations Report by the Event Coordinator. Note: Construction on the Yard is de-conflicted with the Event Coordinator.

(3) The Event Coordinator holds a weekly operations meeting to de-conflict the Master Calendar, the Special Events Report and the Operations Report for the upcoming month. At a minimum, the weekly meeting must be attended by representatives from the Academic Dean's Office, NAAA, Admissions, Diversity, Commandant Operations, Professional Development, Alumni Hall Management, Public Works and Security. Representatives from the Superintendent's immediate staff and from NSA Annapolis are strongly urged to attend as well.

7. Responsibilities

a. The Director of Special Events will:

(1) Coordinate requests for events, activities, visits, tours, conferences, etc., from outside groups desiring to conduct the same on the Yard and external requests for use of Naval Academy facilities in accordance with reference (f).

(2) As required, submit formal requests for approval to the Superintendent electronically utilizing the approved template per enclosure (6).

(3) Act as coordinator for approved events that do not align with any other Naval Academy organization or department.

(4) Act as coordinator for the planning, setup and execution of Plebe Parents Weekend (PPW), in accordance with reference (b).

(5) Act as the Chairperson for the Commissioning Week Planning Committee, in accordance with reference (c).

(6) Assign Visit Services Officers to plan, coordinate and execute events planned through the Office of Special Events.

b. The Deputy Director of Special Events will:

(1) Coordinate the daily functions of the Office of Special Events, specifically ensuring that all administrative functions are completed.

(2) Coordinate with the Office of the Comptroller for all Special Events budgetary requirements.

(3) Coordinate with Information Technology Services Division (ITSD) for all Special Events requirements.

(4) Assist with coordinating with other departments as necessary.

(5) Assist with coordination of facilities use by external organizations.

c. The Event Coordinator will:

(1) Act as overall coordinator and primary point of contact for PPW to include maintaining the PPW website.

(2) Develop the official schedule for Commissioning Week and maintain the Commissioning Week website.

(3) Assist with the preparation of all Commissioning Week documents.

(4) Coordinate NFOSES.

(5) Coordinate large, emergent events as required.

(6) Develop and maintain a Master Calendar of events taking place at the Naval Academy. This is a collateral duty position which may sometimes be referred to as "Master Scheduler." Additional responsibilities of this position include:

(a) Maintain a detailed Operations Report of Naval Academy activities.
(b) Hold a weekly Operations meeting to review the detailed Operations Report.
(c) Interact with Naval Support Activity Annapolis for collaborative events.

d. The Visit Services Officers (VSO) will:

(1) Plan, coordinate and execute assigned events. Events shall include, but are not limited to, all examples provided in enclosures (1) through (5) of this instruction.

(2) Act as an official tour guide for VIP Yard tours.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

VIP Events

1. Definitions

a. VIPs are described in paragraph 5a(1) of this instruction.

b. VIP events generally include any occurrence of a VIP on the Yard who requests the support from or interaction with Naval Academy Midshipmen, faculty or staff beyond the common courtesies and business services provided to all visitors of the Yard.

2. Policy

a. The Office of Special Events may coordinate and, when necessary, execute requests for designated VIP events as defined above.

b. The primary POC or sponsor is responsible for successfully executing the schedule.

c. All itineraries should include a foul weather plan.

3. Checklist for VIP Event Planning:

a. The following shall be used as a checklist to help schedule and prepare for a VIP event. The checklist should not be interpreted as an all-inclusive list.

(1) The following information is required when scheduling an event.

(a) Date and time of event
(b) Name, rank, title, and biography of each VIP
(c) Uniform (i.e. Khaki, Service Dress Blue, Summer White, etc.)
(d) Total number of personnel
(e) Gift exchange (description, cost, symbolic value, recipient, etc.)
(f) Office call (Superintendent, Commandant, Academic Dean, etc.)
(g) Dining arrangements (i.e. King Hall, NA Club, off the Yard, etc.)
(h) Midshipmen interaction (who, where, why, etc.)
(i) Faculty or staff interaction (who, where, why, etc.)
(j) Requested briefings
(k) Requested tours (Yard, bridge simulator, YPs, labs)
(l) Parking and access requirements (subject to regulations in reference (a))
(m) Spouse agenda as necessary

(2) Standard tour locations include:

Event	Time	Details
Ceremonial Area	45-60 min	Includes: Main Chapel, Crypt of John Paul Jones, Ceremonial Area (Stribling Walk and T-Court), and Bancroft Hall (Sample Room and Memorial Hall).
Lejeune Hall	10-30 min	USNA Athletic Hall of Fame, Wrestling Room, Pool, and Trophy Cases.
Naval Academy Museum	30-90 min	Located in Preble Hall.
Gate 1 Area	5-15 min	Bill the Goat Statue and N Star Flag Pole.
Visitor Center	10-30 min	Self-guided exhibits and movie.

(a) A standard Yard tour will consist of the Ceremonial Area and Lejeune Hall. This tour, routinely, lasts for approximately 90 minutes and covers approximately 1.5 miles, beginning at the Visitor Center.

(3) Non-standard tours and events require the approval of the Superintendent or Commandant. These items are group specific and do not apply to all events.

Event	Time	Details
Lab Deck Tour	30-60 min	May include Engineering and Weapons or Math and Science Department labs, or both.
Luce Hall	15-45 min	Aviation and ship handling simulators are located in Luce Hall.
YP Tour	30-60 min	May include either a static or underway demonstration.
Athletic Facilities Tour	30-60 min	May Include: Macdonough Hall, Halsey Field House, Wesley Brown Field House or the Brigade Sports Complex.
Mid Store Shopping	~30 min	Requires approval from NABSD.
Executive Briefings	45-60 min	Possible briefs include: Command, Academic, Physical Mission, Professional Development, Admissions and Ethical Development.
Office Calls	15-30 min	May Include Superintendent, Commandant or Academic Dean.
Noon Meal Formation	15-30 min	May be viewed from the white line or reviewed from the steps of Bancroft Hall
Lunch in King Hall	45-60 min	Requires approval from the Superintendent and Commandant.
Lunch at Naval Academy Club	45-60 min	Requires reservations through NABSD.
Superintendent Hosted Meal	45-60 min	Invited VIPs Only.
Interaction with Midshipmen	15-60 min	Requires approval from the Superintendent and the Commandant.

(4) Facilities and venues must be scheduled in advance, through the appropriate points of contact for each.

(5) For selected high-level VIP events, a staff photographer may be directed to support the event, and, if so, will come from the USNA Photo Lab in accordance with reference (e).

(6) Requests for vehicle access and reserved parking shall be made through NSA Annapolis, and the Naval District Washington DC Police Department in accordance with reference (a).

b. Agendas, itineraries and schedules of events shall be developed from the information listed above.

Conferences

1. Definitions

a. Internal Conferences: A conference on the Yard hosted and/or sponsored by Naval Academy faculty or staff. These types of conferences may require approval from the Superintendent depending on the level and number of attendees, inter-department coordination and degree of interaction with faculty, staff or midshipmen.

b. External Conferences: A conference on the Yard not hosted by a Naval Academy faculty or staff member, but approved by the Superintendent. The primary POC will be from the requesting organization, but a Special Events POC will be assigned to assist in coordinating the event.

2. Policy

a. The Office of Special Events may assist in coordinating internal conferences, but may not be the primary POC and therefore not ultimately responsible for the successful completion of the event.

b. External organizations desiring to hold an event on the Yard are strongly encouraged to coordinate with an appropriate sponsor as described in 6a(2).

c. The primary POC or sponsor is responsible for successfully executing the schedule.

d. All itineraries should include a foul weather plan.

3. Checklist for Conference Planning.

a. The following criteria must be determined prior to scheduling a conference at USNA in order to properly frame the Request for Superintendent Approval, if required.

Action Item	Requirements
Purpose of the Conference	Must support the Mission of the Naval Academy, Brigade of Midshipmen, US Navy, US Marine Corps, Department of Defense or Federal Government
Host/sponsor	Internal or external conference
Conference Agenda	Specifically: start date, end date, meeting times and impact on Naval Academy operations.
Number of participants	Total number of principles, total number of attendees, names and ranks of senior participants.
Request for USNA participation	Naval Academy staff (specifically Superintendent or Commandant), faculty or midshipmen participation.
Yard facility requests	Size of room, number of break out rooms, audio/visual requirements and PW Annapolis requirements.
Deconflict with Master Calendar	De-confliction with USNA anchor events, mission essential activities and cross departmental coordination. Contact at masterschedule@usna.edu.
Source of funding	Which USNA Cost Center (Superintendent, Commandant, Academic Dean, etc.) will support the different elements of the event, or will costs be the responsibility of an outside entity?
Functional Support Requirements	Specifically: MSC, NABSD, MFSD, Catering, Transportation, PAO, Protocol, Security, etc.
Legal issues/requirements	Yes or No.

b. Additional requirements that may require assistance or coordination

Action Item	Requirements
Invitations	USNA Protocol may support for Superintendent hosted events; The Director of International Programs Office (IPO) may also render invitations to foreign dignitaries as required.
Lodging Assistance	Refer to Annapolis area hotels. Those eligible may stay at the Navy Lodge or the Navy Gateway Inns and Suites (VQ), with approval of the Superintendent.
Transportation/Parking Assistance	Coordination with Security for vehicle access and reserved parking. Transportation assistance from the USNA Motor Pool.
Final Itinerary	Final coordination of event times and locations.
VIP Support	Escorts and assistance with key participants or VIPs.

c. Items (a) and (b) function as general guidance only. Every conference and its requirements are unique and different.

d. Itineraries shall be developed from the information listed above.

USNA Ceremonies

1. Background. This section describes ceremonies that typically have the potential to impact Naval Academy operations and involve multiple organizations, staff, faculty and Midshipmen. These ceremonies most likely will fall under the cognizance of the Office of Special Events, usually by direction of the Superintendent. Examples include, but are not limited to: ground breaking, dedication, ribbon cutting, commissioning, promotion ceremonies and retirement ceremonies.

2. Checklist for Ceremony Planning:

a. The following criteria must be determined prior to scheduling a ceremony at USNA in order to properly frame the request for Superintendent Approval if required.

Action Item	Requirements
Where will it take place?	Event location.
What is the purpose?	Groundbreaking, dedication, ribbon-cutting, etc.
Who is the host/sponsor?	USNA leadership or outside organization.
Who is the Master of Ceremony?	Name, rank and service or civilian equivalent as appropriate.
What VIPs will be present?	Number, name, ranks and positions of VIPs.
What is the level of involvement of USNA leadership?	Superintendent, Commandant, Academic Dean, Athletic Director, etc. Schedule briefings ahead of time, as appropriate.
What support is required from other departments or organizations?	Support from the Navy Band, PAO, Protocol, PWC, Color Guard, Security, Transportation, Chaplain, NABSD, MFSD, etc.
What is the source of funding?	USNA cost center, gift funds, outside entity, etc.
Expected Attendance?	Number of attendees.
Setup Required?	How many chairs, tents, tables, easels, podiums, speakers, microphones, bottles of water, captain's chairs, etc. will be required?

b. This information will be used to create a schedule of events and ceremony script. All scripts should be vetted through the official party, to include the Superintendent if attending, for approval.

c. Rehearsals must be conducted no less than 24 hours prior to the event.

d. Itineraries shall be developed from the information listed above.

e. It is critical that the primary POC coordinates with all affected departments and offices, and that the most updated information is disseminated prior to the event.

f. All itineraries should have a foul weather plan.

Personal Recognition Ceremonies

1. Policy. The Office of Special Events is the initial point of contact and coordinator for all external requests for retirements, promotions or other designated military ceremonies to be held on the Yard. When directed, Special Events may be responsible for the execution of the ceremony.

2. Action

a. The primary POC will make arrangements for services such as band, color guard, bell ringer, boatswain and photographer. The Naval Academy does not provide a photographer unless it is an event sponsored by the Superintendent, in accordance with reference (e).

b. Facility Managers will coordinate with Public Works to arrange for a setup in the requested facility.

c. The Naval Academy Business Services Division (NABSD) will provide all catering services for post-ceremony receptions which take place at USNA. The primary POC will make arrangements with NABSD for post-ceremony receptions.

d. When not the primary POC, the Office of Special Events will:

(1) Coordinate a date, time and location for the ceremony in concordance with reference (f) and discuss setup requirements/arrangements. Assist with selecting and reserving a location for the reception as necessary.

(2) If the ceremony is a retirement, identify a sponsor or action officer and provide them a copy of the Retirement Planning Checklist. Emphasize the retiree bears all responsibility for the successful completion of their ceremony.

(3) Obtain VIP guest information (including name, rank and title of all O-7 and above and civilian equivalents). Brief the Superintendent as necessary.

(4) Obtain, submit and confirm setup, parking and access arrangements.

(5) Provide sample scripts, programs, invitations and any other guidance needed during the planning process.

(6) On the day of the ceremony, double check on parking, access and setup.

Class Reunions

1. Background. The majority of U.S. Naval Academy Alumni Association and Foundation events that take place at USNA revolve around class reunions. Only class reunions will be discussed in this enclosure.

2. Policy

a. The USNA Alumni Association and Foundation is granted permission to conduct class reunion activities on a not-to-interfere basis on the Yard. However, every effort will be made to work within the existing schedule to find a way to accommodate the different reunion class requests by the order of precedence listed below.

b. All requests to use Naval Academy facilities for reunion-related events and activities must be submitted to the Office of Special Events for review and, when appropriate, forwarding for approval by the Superintendent. The Alumni Association Reunion Coordinator may submit class reunion requests no earlier than 10 months, and no later than 1 month, prior to commencement of reunion activities.

c. The Alumni Association Reunion Coordinator may tentatively reserve Naval Academy facilities with the appropriate facility managers prior to receiving approval of the Superintendent through the Office of Special Events. If the first choice of venue, time, or date is unavailable, the Alumni Association Reunion Coordinator should seek assistance from the Office of Special Events to schedule an appropriate alternate.

d. The requests will be held as tentative until the USNA Master Calendar has been approved by the Superintendent.

e. The following precedence is assigned for class reunion events held at the Naval Academy:

(1) The class celebrating its 50th reunion.
(2) The class celebrating its 55th or higher reunion.
(3) The class celebrating its 40th reunion.
(4) The class celebrating its 30th reunion.
(5) The class celebrating its 25th reunion.
(6) The class celebrating its 20th reunion.
(7) Other classes will be assigned on a first-come, first-serve basis.

f. Reunion activities that are outside the standard package described below, have a significant impact on Naval Academy facilities or the Brigade of Midshipmen or those that are emergent and have not been submitted for inclusion in the Master Calendar require approval by the Superintendent.

g. A requested event that requires a set-up by the USNA authorized contractor must be coordinated through the Office of Special Events.

h. The Office of Special Events does not negotiate costs for events or ceremonies. Negotiation of costs is between the Alumni Association and Foundation and PW Annapolis and/or the government appointed contractor.

i. Events that are not properly scheduled through the Alumni Association Reunion Coordinator and the Office of Special Events may be subject to cancellation.

3. Standard Reunion Package

a. The following events shall be considered part of a "standard package" for all reunions. These events do not require Superintendent approval, but must be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events to ensure there are no conflicts with the USNA Master Calendar. Once the USNA Master Calendar is approved by the

Superintendent, the standard reunion events on it are approved. Any deviations or additions to this list require approval from the Superintendent. JUL 30 2010

(1) Yard Tours scheduled with the Visitor Center, through the Alumni Association Reunion Coordinator.

(2) Virtual Tour of the Naval Academy, provided by the Visitor Center. Tours must be scheduled through the Alumni Association Reunion Coordinator and an appropriate venue must be reserved.

(3) Windshield Tours of Naval Academy grounds. Tours will be conducted by bus provided by the Annapolis Bus Company. Tour routes will be approved by Naval Academy Security and supported by the Visitor Center.

(4) Museum Tours scheduled with the Museum, through the Alumni Association Reunion Coordinator.

(5) Brigade Sports Complex Tours scheduled with the facility manager, through the Alumni Association Reunion Coordinator.

(6) Class Briefing by the Superintendent, or duly appointed representative. These briefings will be held once, on Fridays, for all reunion classes. Time and location will be provided by the Superintendent's Flag Writer.

(7) Class Meetings. These may be held on a first-come, first-serve, space available, not-to-interfere basis. Appropriate time and venue will be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events.

(8) Memorial Services. These may be held in the USNA Main Chapel, St Andrews Chapel or Memorial Hall during normal working hours and on a not-to-interfere basis. Memorial Services in the Main Chapel are scheduled through the USNA Memorial Affairs Coordinator, at 410-293-1101, and all others are scheduled through the Office of Special Events. The Levy Center and Jewish Chapel may be used with prior permission from the Jewish Chaplain.

(9) Parades. Reserved seating for parades on the Master Calendar may be scheduled through the Alumni Association Reunion Coordinator.

4. Milestone Events. The following events are considered milestone events for classes celebrating special reunions. These events do not require special approval, but must be coordinated through the Alumni Association Reunion Coordinator and the Office of Special Events to ensure there are no scheduling conflicts or undue impact on the Yard or Brigade of Midshipmen. Any deviations and exceptions from this list require the expressed permission of the Superintendent. Additional venues, tours, and anchor dates for 50th Reunions will be considered in future and ongoing discussions.

(a) Dinner Dance. The 50th reunion class may hold a dinner dance in Alumni Hall. This activity is subject to the availability of Alumni Hall and must be scheduled with the Alumni Hall management staff through the Alumni Association Reunion Coordinator.

(b) Yard Patrol Craft (YP) tours. Because of limited fuel funding, YP tours will be limited to classes celebrating their 20th or higher reunion. The tours will be approved on a case by case basis using a Request for Superintendent Approval.

(c) Sunday Brunch. The following classes are authorized Sunday brunch in King Hall on a space available basis:

(1) The class celebrating its 50th reunion.
(2) The class celebrating its 55th or higher reunion.
(3) The class celebrating its 40th reunion.
(4) The class celebrating its 30th reunion.
(5) The class celebrating its 25th reunion.
(6) The class celebrating its 20th reunion.

Space availability will be determined by the Midshipmen Supply Officer in coordination with the Office of Special Events. Eligible classes must provide a POC for billing, and identify the number of guests that will be in attendance no later than 72 hours prior to the event. Class POCs should be prepared to pay for meals based on the number of guests identified to the Office of Special Events or based on a head count of the actual persons in attendance, whichever is greater. Payment for meals provided must be made by a class representative to an MFSD representative prior to the conclusion of Brunch service with checks made payable to "Midshipmen Food Service Division."

5. Presentations of Class Gifts. Gifts presentations to the Naval Academy Complex, and other large ceremonies, will be reviewed on a case-by-case basis and need to be coordinated through the Alumni Association and the Office of Special Events.

Special Events
Request for Superintendent Approval

Title of Visit
(Day, 1-2 January: 0000-2359)
Status: (Writing/Out for Inputs/Submitted/Approved/Disapproved)
Location: Various or Specific Location
Uniform: Their equivalent
Gift Exchange: What and how much it costs
POC: Title First Last Name (123-456-7890 / email@embassyofanothercountry.org)
Special Events POC: LT Help You (x3-154X / you@usna.edu)

Detailed write-up to include:
- Why everyone in the comments and recommendation lines below need to be there and what they need to comment about.
- Answers to most of the questions on the call checklist

Special Events Comments and Recommendation:

Commandant Comments and Recommendation:

Ac Dean Comments and Recommendation:

Athletic Director Comments and Recommendation:

Division Directors Comments and Recommendation: (M&S, E&W, Pro Dev, HUM/SS, CMEIS, NAAA, Supply, Medical, Admissions, NABSD)

Gov't Affairs/ IPO Comments and Recommendation:

Support Stucture Comments and Recommendation: (Dant Ops, JAG, Security, NSA, MFSD, Officer Development, CMEO, Chaplains, Visitor Center, ITSD, MSC, NCIS)

Alumni/Mahan Comments and Recommendation:

Writer / Scheduler Comments:

EA Recommendations:

Recommend Approval for:

___ Office Call with the Supe/Dant
___ Conference as scheduled above
Etc...

___ Recommend this conference/visit be disapproved

Supe Decision:

Approved for:

___ Office Call with the Supe/Dant
___ Conference as scheduled above
Etc...

___ This conference/visit is disapproved

Comprehensive Special Events Checklist

- **Initial Call for all Events**
    - Full name of POC
    - Phone and email info for POC
    - Job Title/Organization for POC
    - Title of visiting organization
    - Names, Ranks & Titles of VIPs
    - Main purpose/goals for visiting USNA
    - Date and Times
    - Connection with the Navy, USMC, USNA (to include if requestor or anyone in the group is a graduate), DoD, State Department
    - Midshipmen Interaction
    - Faculty/Staff Interaction
    - Uniform/Civilian Dress Code
    - Total number of guests
    - Office Calls
    - Gift Exchange Yes/No/to whom
    - Meal arrangements
    - Event history past and future (Business Rule?)
    - Requested briefings
    - Press/PAO interest
    - Parking and Access Information
    - Audio/Visual Support Requested
    - Lodging (On/Off Yard)
    - Other event details

- Basics for all Events
    - Call one to two weeks out to confirm all details of the event with the POC
    - Clarify with the Primary POC who is responsible for the successful execution of the event
    - Confirm who is paying for refreshments/meals/lodging/venue/gifts, etc. as early as possible
    - Schedule all venues ASAP
    - One week out re-confirm all itinerary details with those supporting on the yard
    - When required create folder on S/E shared drive and post itinerary and all pertinent documents

- If the Supe or Dant is Involved
    - Confirm Supe availability before the Request for Supe Approval is sent out for coordination
    - Set up a briefing time at least one week prior to the event
        - If the Dant is involved either brief him separately or invite him to the brief with the Supe
- Parking/Vehicle Access
    - Email parkingandaccess@usna.edu at least two business day prior to event
        - Direct Gate Access: include make, model, license plate number and state and name of driver(s)
        - Parking Spot: include location and sign verbiage
        - Personnel access requires a government issued ID for all individuals over 16 years old
    - Phone Numbers
        - Gate 1: x3-5491

        - Gate 3: x3-3006
        - Gate 8: x3-5498
    - Transportation
        - Request submitted via MIDS
        - Confirmed with Transportation POC

- **VIP Event Required Additional Details**
    - Gift Exchange Details
        - What is each gift?
        - Approximate cost of each gift?
        - Is the gift opened in front of guest?
        - Any protocol information regarding gift exchange
        - Wrapped or unwrapped?
        - Color of wrapping paper?
        - Coordinate with Flag Supply/Dant's Office/IPO for reciprocation
    - Bios and Phonetic Spelling for all VIPs
    - Dietary Restrictions
    - Spouse Tour (yes/no)
        - Interests
        - Names and Ages of Children
        - Spouse to Spouse gift
        - English speaking ability

    - International Visitors
        - Translator yes / no
        - Contact IPO Director with all updates
        - Religious Accommodations (prayer times / don't care about the chapel)
        - Do they or have they ever had Midn here?
        - Confirm if IPO will be paying for any meals/lodging/etc....
        - Confirm they have submitted a Foreign Visit Request

- Itinerary Probabilities:
        - Office Calls (20-30 min)
            - (Supe/Dant/etc.....)
        - Command Briefing and Questions (45-60 min)
            - International Groups- contact International Programs Office (IPO)
            - Given by IPO Rep or S/E POC
        - Walking Tour (60-90 min)
            - Normal route includes: Chapel, Crypt, Ceremonial Areas, Bancroft Hall, Noon Meal Formation, Lejeune Hall and Bill the Goat
            - Additional tour sites if requested/required
                - Museum (30-90min)
                - Visitor Center (30min)
                - Levy Center (20min)
                - Wesley Brown Field House (20min)
                - King Hall (20min)

- Other Possible Activities (usually in full day visits)
        - Rickover Hall Lab Deck and Classroom tour (45-60 min)
        - PE facilities (30-60 min)
        - Midshipmen Store (30-60 min)
        - Ship Simulator (20-30 min)
        - YP Ride (30-60 min)

        - Midshipmen interaction in classes, discussions and forums
        - Additional Briefings
            - Admissions
            - Academics
            - Professional Development
            - Honor
            - CMEIS
            - Conduct / Plebe Summer
            - Physical Education
            - Diversity

- Pictures
    - Photo Lab
    - Public Affairs

- Catering/Meals
    - Naval Academy Club
    - Downtown Annapolis
    - King Hall
    - Dahlgren Hall
    - Buchannan House / Supe's Barge
    - Create seating chart
        - If Supe is involved coordinate with Protocol

- **Retirements, Promotions, and other Ceremonies Additional Requirements**
    - Retirements
        - Give the Retiree or POC the Retirement checklist
        - Ensure the Retiree understands he is entirely responsible for the successful execution of their retirement ceremony
    - If a setup is required:
        - Notify Public Works/Put in the work order NLT three weeks prior
        - Conduct a walkthrough with PW representative at least two weeks prior
    - Create Seating Chart if necessary (Depends on level of guests)
        - If Supe is involved, coordinate with Protocol