

OPERATION LORD OF THE RINGS
4 OCTOBER 2019, FRIDAY
RING RECEPTION (RR) AND RING CEREMONY (RC)
Events to run simultaneously

- I. **Situation.** The Class of 2020 will receive their Citadel class rings at the Alumni Association Ring Presentation on Friday, 4 October at 1300hrs in McAlister Field House. Friends and families of these cadets will be visiting the campus to celebrate the accomplishments of their cadets.
- II. **Mission.** On 4 October 2019 at 1900hrs, The Citadel will conduct the Ring Reception (*event #1*) in Deas Hall (DH) and Ring Ceremony (*event #2*) in McAllister Field House (MFH) in order to provide an environment for cadets and families to celebrate this event and to provide a place for all to socialize and have a good time.
- III. **Execution.**
 - A. **Commander's Intent.** The desired end state is a senior class that is individually and collectively proud of earning The Citadel class ring and has had the opportunity to share this occasion with friends and families in a safe environment. In order to accomplish the end state the Cadet Engagement & Activities Department (CEAD) staff and Cadet Engagement & Activities Officers (CAO) will plan, prepare, and execute the Ring Ceremony and a supporting Reception. There are 2 critical events:
 1. The first critical event is the ability to smoothly and timely transition senior cadets and their guests from the Ring Reception event to the Ring Ceremony while maintain the distinct integrity of each event.
 2. The second critical event is the efficient manner in which senior cadets and their guests are moved through the Ring Ceremony. This must be accomplished in such a manner that allows cadets to enjoy the experience and be photographed during the walk while at the same time maintaining a timely flow to the entire event.
- IV. **Concept of the Operation.** This operation will be conducted in 4 phases. The first phase will consist of the preliminary planning and coordination of these events and the training of CAOs and Ring Committee members on their assigned duties. *Phase 1* will run from 1 July 2019 to approximately 12 August 2019. *Phase 2* consists of the active preparation, coordination, and facility set-up for these events. This phase will begin on 14 August 2019 at 0800hrs and run until 4 October 2019, 1730hrs. *Phase 3* of the operation is the execution of each event and will run from 4 October 2019 at 2200hrs and end NLT 4 October 2019, 2100 hrs. *Phase 4* of the operation is the reconciliation of all accounts and AAR. This phase will begin 7 October 2019 and be completed NLT 1700hrs, 14 October 2019.
- V. **Scheme of Maneuver.**
 - A. *Phase 1:* The Director of Cadet Engagement & Activities (DCA) will train all CAOs and Ring Committee members on their duties, conduct a recon of the site, a talk-through rehearsal of the event, and coordinate for all initial administrative and logistical support.
 - B. *Phase 2:* The DCA will coach, mentor, and assist department staff and CAOs in the planning, preparation coordination, and the set-up of both events. During this phase CAOs and department staff

will ensure that the events are on the Corps training schedule; a preliminary budget request is submitted, facilities, services, and equipment are requested/contracted, an initial coordination walk-through is conducted, both venues are set-up and appropriately staffed, and full walk thru is conducted on the day of the event.

- C. *Phase 3:* CEA staff and designated cadets will execute and supervise these events and ensure the smooth transition of cadets and their families from one event to the other.
- D. *Phase 4:* The DCA will conduct a formal After Actions Review and capture successes and failures in the operations as well as ideas to execute the operation more effectively in the future. CAOs will also ensure that all facilities are cleaned, equipment is returned, and all accounts payable have been closed.

VI. Tasks to Subordinate Units

A. Director Cadet Activities (DCA)

1. Overall responsible for the event at the operational level
2. Identify any budgetary needs to the Assistant Commandant for Leadership Programs, using \$8,200 as a planning figure NLT 3 September.
3. Hold first meeting of the Ring Reception committee 3 September.
4. Issue Warning Order to necessary Citadel Departments NLT 10 September
5. Prepare a continuity book and AAR and submit to the Assistant Commandant for Leadership Programs.
6. Brief the event at the department meeting.
7. Develop a detailed backward planning sequence and schedule IPRs with the Assistant Commandant for Leadership Programs.
8. Submit requests for expenditures to the Chief of Staff through the Assistant Commandant for Leadership Programs.
9. Schedule and conduct a talk through rehearsal the week before execution and a walk thru rehearsal the day of execution.
10. Coordinate for 2 script readers.
11. Coordinate with IT Sound for sound system set up and operations in McAlister Field House.
12. Coordinate with Junior Sword Arch Advisor for opening performance.
13. In conjunction with CESM coordinate for box lunches needed for support cadets.
14. Serve as the main control point at the script reader's podium side of critical event #2 to efficiently move parties from card submission through the Ring Ceremony.

B. Cadet Events and Services Manager (CESM)

1. Book McAllister Field House and Deas Hall.
2. Coordinate photographer for the Ring Ceremony.
3. Submit work order to F&E for set up in MFH and DH of tables, chairs, etc. NLT 11 September.
4. Coordinate with Sodexo for light refreshments and beverages at the Ring Reception and for bottled water for VIPs at the Ring Ceremony NLT 12 September.
5. Arrange for background music for the Ring Reception.
6. Coordinate with Public Safety for any law enforcement support required.
7. Provide script for ceremony to DCA for review.
8. Contact Gen Walter's & CAPT Paluso's office to determine needs for ceremony
9. Supervise BN CAOs in the execution of their White Book Chapter 4 Ring Committee duties.
10. Coordinate with Sodexo for box lunches for CEAD staff and support personnel.
11. Coordinate name card completion with the senior class and ensure that these cards are present at the Ring Ceremony rose issue table.

12. Coordinate volunteer support (rose and check-in table) for the Ring Ceremony NLT 12 September.
13. Plan and conduct rose sale beginning 12 September with sales ending NLT 25 September and place order with florist.
14. Supervise the execution of the Ring Reception and serve as the main control point at Deas Hall.
15. Locate in Deas Hall and control and efficiently move parties from the Ring Reception to the Ring Ceremony in McAlister Field House for critical event #1.
16. Produce cadet/guest name cards and ensure that senior cadets participating in the Ring Ceremony complete NLT 27 September.
17. Produce programs for ceremony NLT Monday, 30 September. Program to include order of participation, JSA members, support members, etc.

C. Cadet Engagement Coordinator (Bryan Dukes)

1. Assist CESM with the planning and coordination as needed.
2. Serve as a chaperone for the Ring Reception event

D. Assistant Commandant for Leadership Programs

1. Act as the Commandant's representative for Ring Night operations
2. Assist with the movement of cadets and their guests through the Ring Ceremony.
3. Serve as the main control point on the MFH side of critical event #2 in order to receive parties from Deas Hall and line them up at the script reader podium.

E. Assistant Commandant for Operations and Training

1. Place these events on the Corps training calendar.
2. Update Parents' Day brief

F. Commandant Department Supply (Chief McIntyre)

1. Assist with the ordering, invoice, and final payment of goods and services IAW approved budget.

G. Facilities & Engineering

1. Set up facilities IAW Annex A and B.
2. Provide a representative at the event.

H. Sodexo.

1. Provide light refreshments IAW established catering contract TBD.
2. Provide set up and service on night of event.

I. Junior Sword Arch (JSA) Advisor

1. Ensure the JSA is prepared for the event and supervise their performance.
2. Ensure former JSA members are advised not to stop to bang any breastplates when moving through the arch.

J. OCM/Photographer

1. Provide photography support at the Ring Ceremony.

K. Regimental Cadet Engagement & Activities Officer

1. Prepare, schedule, and present an operations brief to be given to the Corps leadership.
2. Responsible for the overall coordination, supervision, and set-up of the events.

L. Class Officers (Senior, Junior, and Sophomore)

1. Perform duties as assigned in Chapter 4 of the White Book.
2. Develop and submit a budget for the event to DCA.

M. Regimental Engagement & Activities NCO

1. Serve as the POC for set up and break down of reception and assist Sodexo with set up of refreshments.
2. Ensure the timely reception and issue of boxed lunches for event support personnel.
3. Serve as the POC for set up and use of mobile sound system.
4. Serve as the liaison with the Commandant's supply office for any equipment/supplies purchase.

N. Battalion Cadet Engagement & Activities Officers (CAO)

1. Perform duties as directed by the Regimental CAO and the White Book Chapter 4, to include being a part of the Ring Committee.

VII. Coordinating Instructions

- A. An initial walk through rehearsal will be conducted on Tuesday, 24 September 2019 at 1530hrs at DH and MFH. Assistant Commandant for Leadership, DCA, CESM, JSA Advisor, Regimental CAO, and F & E representative are required to attend.
- B. An information briefing will be led by the DCA on Tuesday, 24 September 2019 at 1400hrs at the commandant's department staff meeting.
- C. A final walk through of the Ring Reception and Ring Ceremony will be conducted on Thursday, 4 October 2019 at 1530hrs. The following personnel are required to attend:
 1. Asst. Commandant for Leadership
 2. DCA
 3. CESM
 4. Regimental and Battalion CAOs
 5. Cadet Ring Chairman
 6. Facilities & Engineering Representative
 7. Public Safety Rep
 8. IT Sound Rep
 9. Junior Sword Arch Advisor
 10. Script Readers

D. Time Schedule

NLT

- | | |
|-------------|--|
| 1. 1 Jul. | Phase I begins. |
| 2. 14 Aug. | Phase 2 begins |
| 3. 28 Aug. | Ring Reception committee established. |
| 4. 2 Sep. | Contact all support departments and businesses to discuss ideas and plans. |
| 5. 9 Sep. | Initial committee meeting. |
| 6. 10 Sep. | Issue Warning Order. |
| 7. 11 Sep. | Submit work order to F&E along with layouts of both events. |
| 8. 12 Sep. | Coordinate volunteer support for Ring Ceremony. |
| 9. 16 Sep. | Card fill out and rose ordering begins. |
| 10. 16 Sep. | Order box lunches. |
| 11. 17 Sep | Order food & table clothes for both events through Sodexo. |
| 12. 17 Sep | Submit updated work order to F&E along with layouts of reception. |
| 13. 20 Sep | Script Readers Identified |

14. 20 Sep. Submit final budget.
15. 20 Sep. Give SFC Rich ceremony script for his review.
16. 20 Sep. Contact JSA advisor for names of members for program and determine if there are any changes for current year.
17. 20 Sep. Coordination with Sodexo finalized.
18. 23 Sep. Place cadets on RR/RC detail on special orders.
19. 24 Sep. Initial walk through rehearsal.
20. 24 Sep. Brief Commandant at Department staff briefing.
21. 25 Sep. Contact all support groups to verify their progress/identify issues.
22. 25 Sep. Senior cards & rose orders complete.
23. 25 Sep. Coord/w President/Commandant Office to determine needs/requests for RC.
24. 26 Sep. Senior cards and rose order complete Keepsake Florist. Organize by company
25. 30 Sep. Ring Ceremony programs printed.
26. 1 Oct. Send all invoices to Chief McIntyre in Commandant's supply office
27. **4 Oct. Day of Events.** Phase 3 begins
 - 1000 Set up MFH for the event.
 - 1200 Ring Reception set-up complete.
 - 1300 *Ring Presentation in MFH (2nd Floor)*
 - 1530 Ring Ceremony walk through with designated personnel.
 - 1600 Ring Reception walk through with designated personnel.
 - 1700 Ring Reception Doors Open
 - 1800 Ring Ceremony begins.
28. 7 Oct. Phase 4 begins
29. 14 Oct. Phase 4 complete.

VIII. Sustainment

A. Class I.

1. Sodexo will provide bottled water for VIP guests at the Ring Ceremony in McAlister Field House.
2. Sodexo will be contracted to provide light refreshments and beverages at the Ring Reception in Deas Hall.

B. Class II. *See Annexes A and B.*

1. Facilities and Engineering will provide floor covering, VIP cocktail tables & tall chairs, navy curtain back drops, 2 Podiums with reading lights for McAlister Field House.
2. Faculties and Engineering will provide floor covering, 12 - 6' rectangular tables, 20 - 6' round tables with 8 chairs (160 total) at each table for Deas Hall.
3. Multimedia will set up and run sound system in McAlister Field house.

IX. Command and Signal

- A. The DCA is operationally and tactically responsible for the Ring Ceremony in MFH. The CESM is operationally and tactically responsible for the Ring Reception in Deas Hall.
- B. The Assistant Commandant for Leadership Programs will serve as the Commandant's representative while the Commandant is engaged in his official duties.
- C. Key Personnel contact info (TBP)

Paluso
CAPT, USN (Ret)

- Annex A. MFH Facility Setup (Ring Ceremony).**
- Annex B. Deas Hall Facility Setup (Ring Reception)**
- Annex C. Special Instructions & Company Order**
- Annex D: Ring Ceremony Information Card**

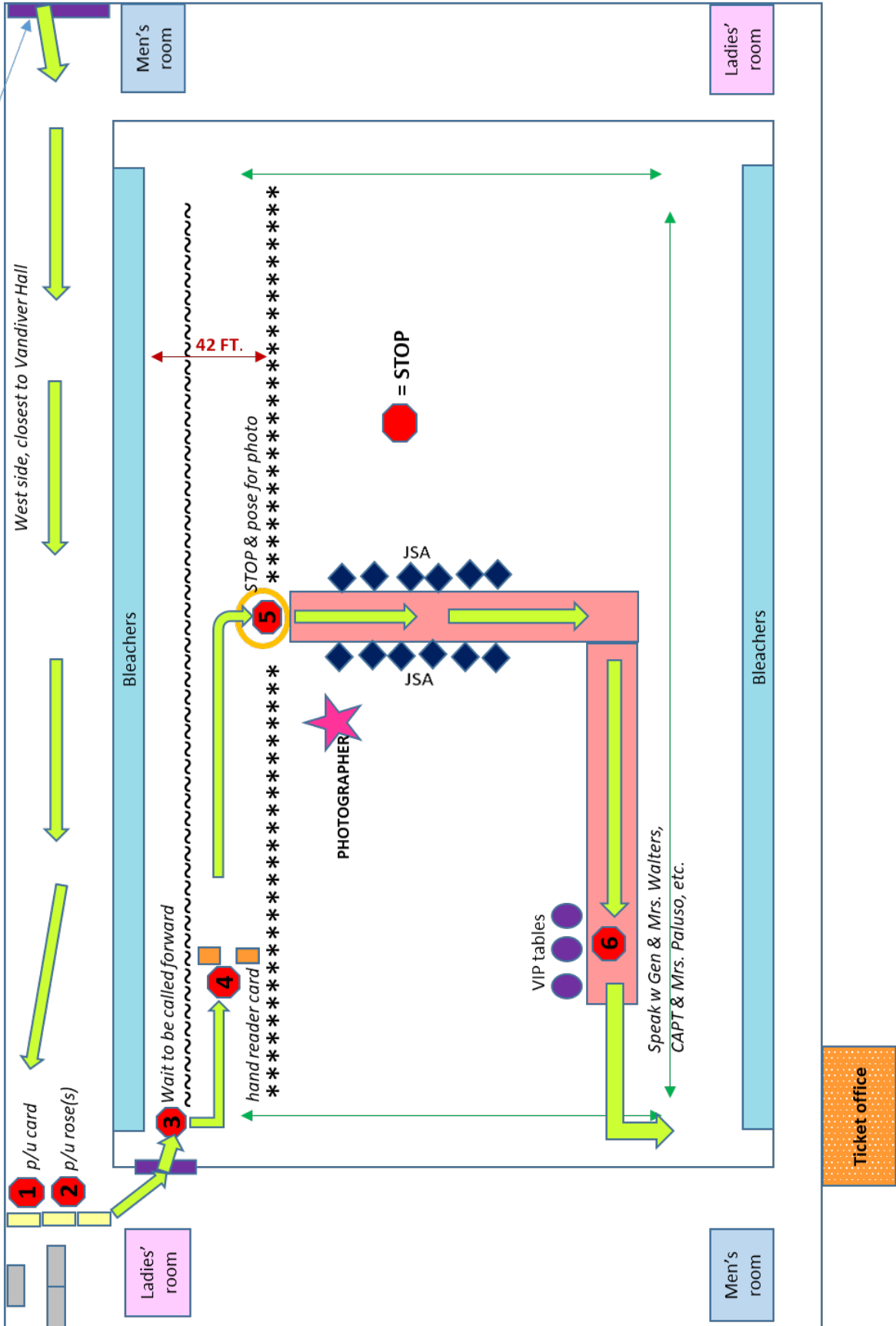
OFFICIAL:

Arthur Rich, DCA

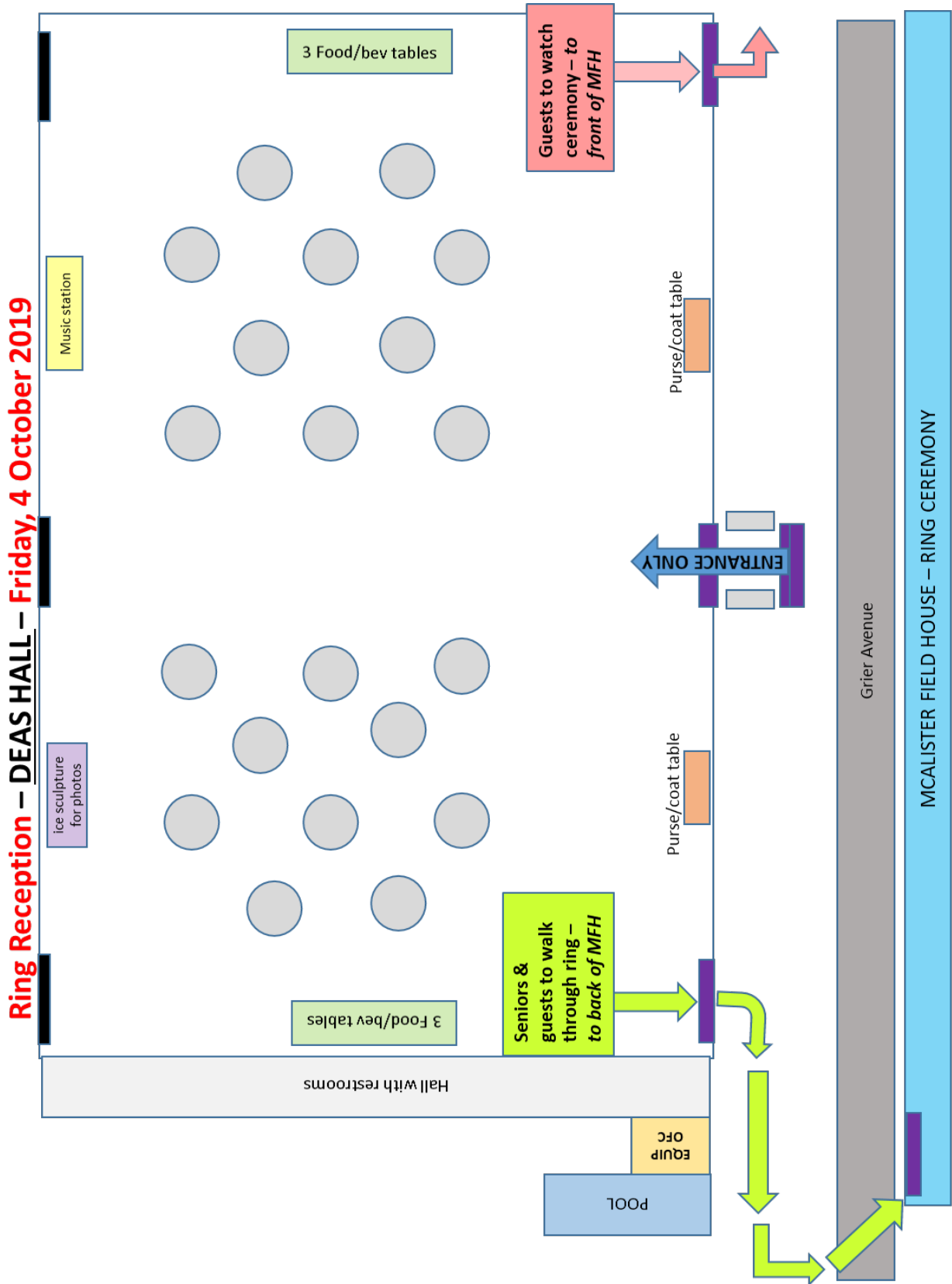
Annex A. MFH FACILITY SET UP (Ring Ceremony)

↑ DEAS HALL

Ring Ceremony – McAlister Field House – Friday, 4 October 2019



Annex B. DEAS HALL FACILITY SETUP (RING RECEPTION)



Annex C. SPECIAL INSTRUCTIONS FOR RING RECEPTION AND RING CEREMONY

FRIDAY, 4 OCTOBER 2019

All who plan to attend the ring ceremony are invited to the Ring Reception in Deas Hall. Here there will be light snacks and drinks available. Layout and directions are on pages 2 and 3.

Cadets will walk through the ring one time only with their assigned company. The only exception is company commanders, Regimental or Battalion staff who will walk through with their home company. Cadets may be accompanied by up to two guests through the ring. All other guests may observe the ceremony from the MFH bleachers. Cadets and guests are advised against carrying items such as hats and purses with them through the ring.

At twenty minutes before their scheduled walk-through, companies must report to the ring card/rose table on the first floor of McAlister Field House. Cadets will walk through the ring according to the schedule below.

1800 – Junior Sword Arch performance

1815 – Regimental Commander, Regimental Deputy Commander, Regimental XO, Senior Class President, Regimental Activities Officer

1820 – Senior Football Players

1825 – Companies begin to walk through the ring in order and times listed below.

For those who do not attend the reception will report to the back hall of McAlister Field House (next to Vandiver Hall). Enter through the north door closest across from Deas Hall. Seniors and the escorts will report to the card/rose table and check in, pick up their card and rose(s).

<u>5th BN</u>	<u>3rd BN</u>	<u>2nd BN</u>	<u>4th BN</u>	<u>1st BN</u>
1825--V	1845--I	1905--G	1930--N	1950--A
1830--S	1850--K	1910--E	1935--O	1955--B
1835--PB	1855--L	1915--F	1940--R	2000--C
1840--P	1900--M	1920--H	1945--T	2005--D
		1925--BD		

Cadets will then verify the

information on your card and give your rose to your guest(s). As you move up in line, you will see SFC Rich as you enter the arena. He will direct you to the reader's podium. You will not speak to the reader unless he/ she asks for clarification of pronunciation of your name. Next, SFC Rich will direct you when it is time to go through the ring.

From Deas Hall, Mrs. Milner will direct you to move in line across Grier Avenue to the back door of MFH. Once in MFH, you will report to the card/rose table and check in with the people manning that station. At that time, you will verify the information on your card and give your rose to your guest. As you move up in line, you will come to SFC Rich at the podium. Give him your card. You will not need to talk to the reader unless he or she asks you to clarify the pronunciation of your name. SFC Rich will direct you when it is time to go through the ring.

As you approach the ring:

- **Male cadets:** If you are escorting a female, she should be on your right. If you are escorting two females, one should be on each side with the more senior on your right.
- **Female cadets:** If you have a male escort, he should be on your left. If you have two male escorts, one should be on each side with the more senior on the right.

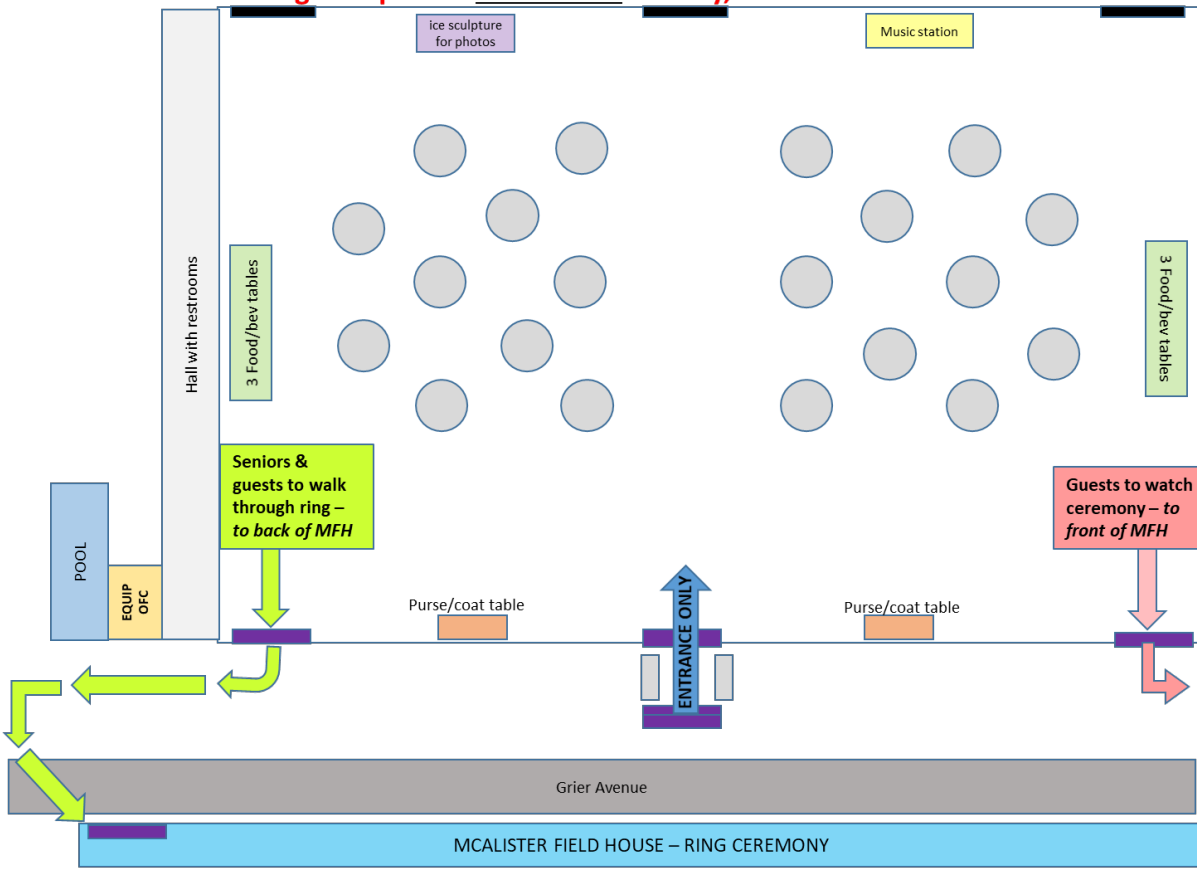
Gentlemen will offer their arm to ladies, and on the usher's signal you will move to the ring. When you step in to the ring, stop, look to your right, and smile for your photograph.

After your photograph has been taken, move directly through the arch. *Do not stop or slow down to bang breastplates or perform other acts of self-aggrandizement while moving through the arch.* Upon exiting the arch, turn right and shake hands with the President and other dignitaries. The replica of the ring will be available after the event for those that want to take additional pictures.

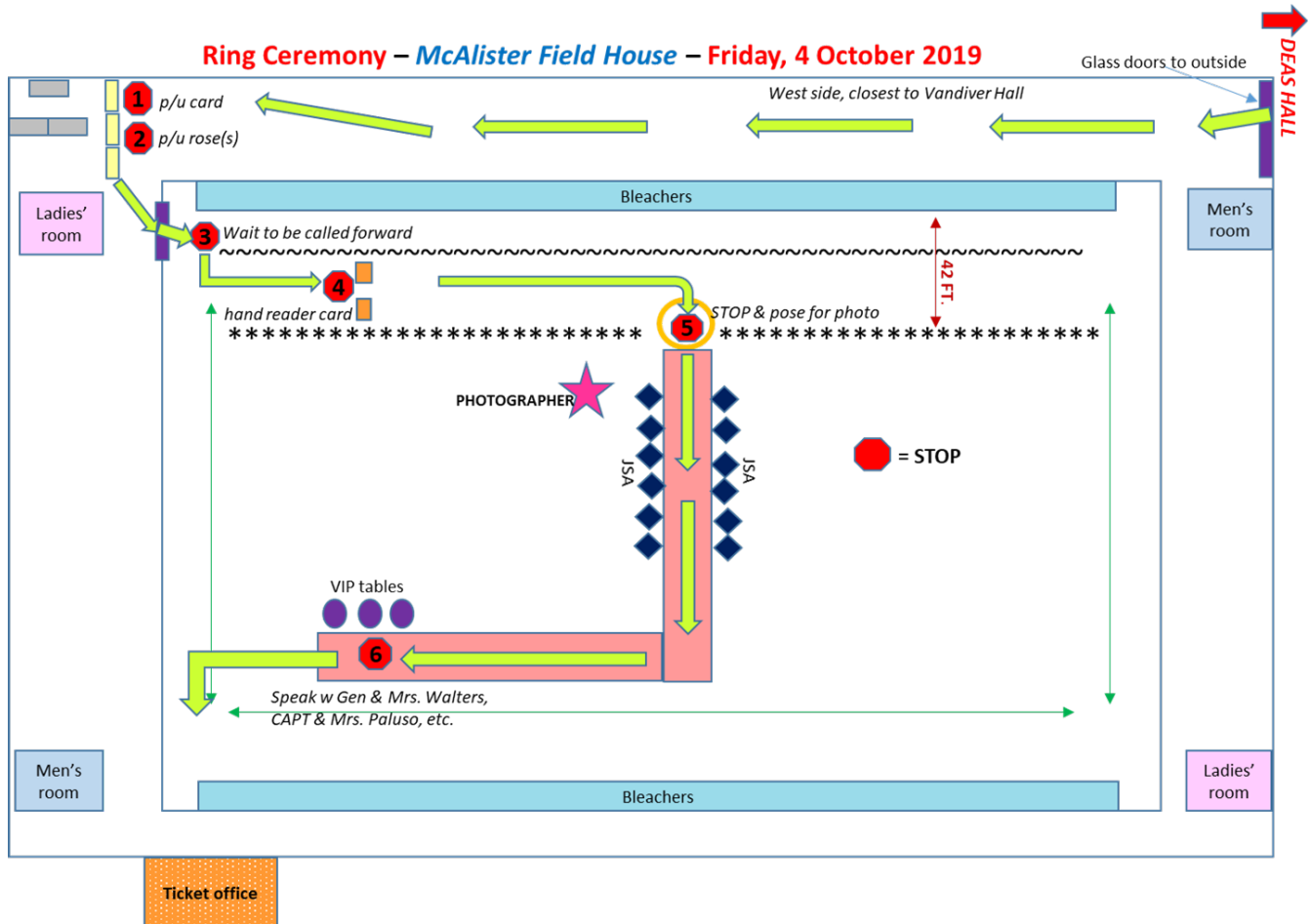
There are THREE events involving your ring.

TIME	EVENT	LOCATION	OFFICE IN CHARGE	ATTIRE
1pm/1300	Ring Presentation	McAlister Field House	Citadel Alumni Office	business casual
5pm/1700	Ring Reception	Deas Hall	Cadet Activities	formal
6pm/1800	Ring Ceremony	McAlister Field House	Cadet Activities	formal

Ring Reception – DEAS HALL – Friday, 4 October 2019



Ring Ceremony – McAlister Field House – Friday, 4 October 2019



Annex D: Ring Ceremony Information Card

Cadet company
*Presently assigned
company, except
for Regt and BN staff*

Total amount
paid

of roses
(1 per guest)

CWID#

DIRECTIONS
#1 – Print clearly
#2 – Complete form
#3 - Pay \$2 per rose

THE CITADEL’S 2019 RING CEREMONY

First name	Middle name	Last name
Escorting (guest)		
#1 Relationship _____	Full name _____	
#2 Relationship _____	Full name _____	

#1 guest: most senior, elder or higher ranking guest. Female will always be considered senior.
Relationship: Parent, Grandparent, brother/sister, fiancée/fiancé, girl/boyfriend, mentor, sponsor, etc.