



## FAQ for Retirement, Promotion and Reenlistment Ceremonies

- 1) **Is there a fee to have my ceremony at the museum?** There is no charge to have your ceremony inside the museum in Leatherneck Gallery or in Semper Fidelis Memorial Park during normal business hours.
- 2) **Can I have my ceremony in the Tun Tavern or Overlook balcony outside the restaurant?** We are not able to schedule ceremonies in these areas. The restaurants are open to the public and we are not able to keep others from entering these locations.
- 3) **Can I have my ceremony in the Theater?** No.
- 4) **Can I have my ceremony in the Chapel?** Yes. All ceremonies in the chapel must be scheduled with the Heritage Center. There is a fee to use the chapel even during regular hours. Please call the Special Events team at 703-649-2350 for a contract.
- 5) **Can I have my ceremony in Semper Fidelis Memorial Park?** Yes. However, we do not schedule the area (the spaces are first come, first served) nor do we supply equipment to be utilized outdoors.
- 6) **Where can I hold my ceremony within the museum?** You may hold your ceremony either *in front of* or *behind* the Korea/Sikorsky Helicopter exhibit in the Leatherneck Gallery.
- 7) **Where can I hold my reception?** You can hold your reception in the Devil Dog Diner during museum hours. You can hold your reception in Tun Tavern or on the Overlook after hours for a minimal fee. For more information on scheduling a reception, please contact Pam Dodson at (703) 649-2350 or [dodson@marineheritage.org](mailto:dodson@marineheritage.org) or Kendall Eskey at 703-649-2350 or [eskey@marineheritage.org](mailto:eskey@marineheritage.org).
- 8) **Where do we find the chairs?** Chairs are staged just inside the doors in the hallway behind the helicopter. You are responsible for returning the chairs to the hallway.
- 9) **Where do we find the podium?** The podium is kept in Scuttlebutt Theater. You are responsible for returning the podium.
- 10) **Where do we find the colors?** Colors are just inside the doors in the hallway behind the helicopter. You are responsible for returning the colors after your ceremony.
- 11) **Can we use the museum's sound system?** No. You can coordinate with MCB Quantico G-6 for sound support.



- 12) **Do you have music or a CD player available?** No. You must bring your own music and CD player. You may need an extension cord and blue painters tape as well.
- 13) **Can we have live music?** Yes. You must register this when you schedule your ceremony under "Comments/Special Considerations". Bag pipers are conditionally allowed.
- 14) **How many chairs are available?** There are 50 chairs available for your use. You will need prior approval for additional chairs. This must be requested on your registration request under special considerations. Any request for more than 100 chairs must be approved by the Director, NMMC.
- 15) **Who sets up and/or breaks down the chairs?** You are responsible for set up and break down of your ceremony. Please assign a working party to coordinate on your behalf.
- 16) **Can we have a rehearsal?** Yes. Please schedule your request for a rehearsal just as you would for a ceremony.