



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 Scuttlebutt Theater?** No.
- 4) **Can I have my ceremony in the Chapel?** Yes. All ceremonies in the chapel must be scheduled with the Marine Corps Heritage Foundation (MCHF) Special Events team. There is a fee to use the chapel even during regular hours. For more information please contact the MCHF Special Events team at 703-649-2350 or events@marineheritage.org.
- 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 Vietnam/UH-34 Helicopter exhibit in Leatherneck Gallery.
- 7) **Where can I hold my reception?** You may hold your reception in the Devil Dog Diner during museum hours. You may hold your reception in Tun Tavern or on the Overlook after hours for a minimal fee. For more information please contact the MCHF Special Events team at 703-649-2350 or events@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 outside 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 “Comments/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.