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 Vietnam/UH-34 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) 649-2351 / dodson@marineheritage.org or Kendall Eskey at (703) 649-2350 / 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 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.