

CHAPTER 5

CHAPITRE 5

PARADES AND CEREMONIES

PARADES ET CÉRÉMONIES

51 SQN PARADES

1. The squadron may hold or participate in special parades and ceremonies during the training year:
 - a. Annex A – Commanding Officer Parade
 - b. Annex B – Cadet Commanding Officer for a Day Parade
 - c. Annex C – Cadet Squadron Commander for a Day Parade
 - d. Annex D – Special Remembrance Day Ceremony
 - e. Annex E - Annual Ceremonial Review Parade
 - f. Annex F – Change of Command Parade
 - g. Annex G – Change of Cadet Squadron Commander Parade
 - h. Annex H – Generic Parade Operation Order
 - i. Annex I – Generic Parade Format
 - j. Annex J – Flag Party
 - k. Annex K – Protocol Dinner

PARADES DE L'ESC 51

1. L'escadron pourra effectuer ou participer à des parades ou cérémonies spéciales pendant l'année d'instruction:
 - a. Annexe A – Parade du commandant
 - b. Annexe B - Parade du cadet commandant d'un jour
 - c. Annexe C – Parade du cadet commandant d'escadron d'un jour
 - d. Annexe D – Parade du Jour du souvenir
 - e. Annexe E - Parade du Cérémonial de la revue annuelle
 - f. Annexe F – Parade de passation de commandement
 - g. Annexe G – Parade de changement de cadet commandant d'escadron
 - h. Annexe H – Ordre d'opération générique pour une parade
 - i. Annexe I – Format de parade générique
 - j. Annexe J – Garde du Drapeau
 - k. Annexe K – Souper protocolaire

ANNEX A**ANNEXE A****COMMANDING OFFICER PARADE****PARADE DU COMMANDANT****GENERAL**

1. 51 Sqn will hold a parade for the CO to allow him to inspect the squadron and present promotions and awards. The parade also allows cadets to practice drill movements.
2. COs parades will be held as directed. Unless otherwise specified, the CO will act as the Reviewing Officer.
3. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

GÉNÉRALITÉS

1. L'esc 51 tiendra une parade du cmdt afin de lui permettre d'inspecter l'escadron et de présenter des promotions et récompenses. La parade permet aussi aux cadets de pratiquer les mouvements d'exercice militaire.
2. Les parades du cmdt se tiendront lorsque ordonnées. À moins d'avis contraire, le cmdt agira comme officier de revue.
3. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

ANNEX B**ANNEXE B****CADET COMMANDING OFFICER FOR A DAY
PARADE****PARADE DU
CADET COMMANDANT D'UN JOUR****GENERAL**

1. Each year 51 Sqn will hold a special parade for a deserving Second Year cadet chosen from recommendations received from the Sr NCOs, the Sqn Staff and the SC, who has the honour of replacing the CO for the evening.
2. The selected Second Year cadet will be entitled to all the honours of a CO, and during the final evening parade will get to review the squadron and deliver a short speech to the parade. Traditionally, the cadet wears the rank epaulets of the CO.
3. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

GÉNÉRALITÉS

1. Chaque année, l'esc 51 tiendra une parade spéciale pour un cadet méritant de deuxième année choisi parmi les recommandations reçues des s/off sup, de l'état-major de l'esc et du CR qui aura l'honneur de remplacer le cmdt pour la soirée.
2. Le cadet de deuxième année aura droit à tous les honneurs du cmdt et passera en revue et prononcera un court discours lors de la parade de fin de soirée. Par tradition, le cadet porte les pattes d'épaule amovibles du cmdt.
3. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

ANNEX C**ANNEXE C****CADET SQUADRON COMMANDER FOR A DAY
PARADE****PARADE DU CADET COMMANDANT
D'ESCADRON D'UN JOUR****GENERAL**

1. Each year 51 Sqn holds a special parade for a deserving First Year cadet chosen from recommendations received from the Sr NCOs, the Sqn Staff and the SC, who has the honour of replacing the Cdt Comd for the evening.
2. The selected First Year cadet will be entitled to all the honours of a Cdt Comd, and during the final evening parade will lead and deliver a short speech to the parade. Traditionally, the cadet wears the rank epaulets of the Cdt Comd.
3. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

GÉNÉRALITÉS

1. Chaque année, l'esc 51 tiendra une parade spéciale pour un cadet méritant de première année choisi parmi les recommandations reçues des s/off sup, de l'état-major de l'esc et du CR qui aura l'honneur de remplacer le cdt cmdt pour la soirée.
2. Le cadet de première année aura droit à tous les honneurs du cdt cmdt, dirigera et prononcera un court discours lors de la parade de fin de soirée. Par tradition, le cadet porte les pattes d'épaule amovibles du cdt cmdt.
3. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

ANNEX D**ANNEXE D****SPECIAL REMEMBRANCE DAY CEREMONY****CÉRÉMONIE SPÉCIALE DU JOUR DU SOUVENIR**

1. Remembrance Day Ceremonies are very important to this Squadron, and the Canadian Cadet Movement. It is mandatory to participate in at least one squadron activity on 11 November unless previously excused.

2. Each year the squadron will normally hold a special Remembrance Day ceremony on the last parade night before 11 November to acknowledge the sacrifices of the men and women of all the armed services who gave so much for what we have today.

3. The evening parade format is followed by a simple ceremony consisting of the reading of a special Act of Remembrance, the playing of Last Post and Rouse, and the laying of a wreath in the CASM RCAF Hall of Tribute, followed by a procession through the Hall by squadron personnel.

4. The Trg O will attempt to obtain the services of a specially formed veteran from THE MEMORY PROJECT who has been prepared through the Dominion Institute workshops to share his personal stories with the cadets, as well as to act as a special guest for the parade.

5. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

1. Les cérémonies du Jour du Souvenir sont très importantes pour l'escadron et pour le Mouvement des Cadets du Canada. Il est obligatoire de participer à au moins une activité de l'escadron le 11 novembre, à moins d'en avoir été excusé au préalable.

2. Chaque année, l'escadron tiendra normalement une cérémonie spéciale du Jour du souvenir lors de la dernière soirée d'instruction avant le 11 novembre afin de souligner les sacrifices des hommes et femmes des services armés qui ont tellement sacrifié pour ce que nous possédons aujourd'hui.

3. La parade de fin de soirée sera suivie par une simple cérémonie comprenant la lecture d'un Acte spécial du souvenir, on jouera la Dernière sonnerie et le Réveil et l'on déposera une gerbe dans le RCAF Hall of Tribute du MAEC. L'escadron sera ensuite invité à défiler dans le Hall.

4. L'O Instr s'efforcera d'obtenir les services d'un ancien combattant spécialement formé par le PROJET MÉMOIRE qui a été préparé par l'entremise d'ateliers de travail du Dominion Institute afin de partager ses histoires personnelles avec les cadets et qui agira en plus comme invité d'honneur pour la parade.

5. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

SPECIAL REMEMBRANCE CEREMONY

CÉRÉMONIE SPÉCIALE DU JOUR DU SOUVENIR

NO	COMMAND	GIVEN BY	ACTION	REMARKS
1	SQUADRON, ATTENTION	Cdt Comd	Sqn comes to attention.	Cdt Comd will have come to attention and turned about before giving the command.
2	FLAG PARTY, CARRY - FLAG	Cdt Comd	Flag Pty carries flags.	Cdt Comd then turns about.
3			Band Leader moves forward in front of the squadron.	Before the National Anthem begins, the Band Leader, or another person able to beat time, will come forward diagonally to the parade to help the cadets sing in time.
4	First notes of "O CANADA" played by Band."	Band Ldr	All cadets must sing the national Anthem. Band plays "O CANADA." All return to the position of attention without word of command, after a standard pause, when the National Anthem is over.	During the National Anthem, Parade Appointments and Flag Pty <u>SALUTE</u> .
5			Band Leader return to his position with the Band.	
6	FLAG PARTY, ORDER - FLAG	Cdt Comd	Flag Pty orders flags.	Cdt Comd shall wait for the Band Leader to adopt his position before giving any further orders to the squadron.
7	ESCADRON 51, DÉCOUVREZ – VOUS	Cdt Comd	Everyone attending the parade, including civilians, will remove headdress, except for musicians, flag bearers and their escorts and those who are adherents of the Sikh religion.	
8			The reading of the first part of the Special Act of Remembrance by deserving cadets in English and French will then take place.	
9	ESCADRON 51, COUVREZ - VOUS	Cdt Comd	Everyone attending the parade will replace headdress.	Command given once readings are completed.
10		Trumpet	<i>Last Post</i> will be played.	During the playing of <i>Last Post</i> , Cdt Comd, Cdt DComd, Flt Comds, and Flag Pty personnel <u>SALUTE</u> . All return to position of attention after the last note.
11			2 minutes of silence will be observed.	Everyone to remain quiet as the purpose of the event is the quiet reflection on the service and sacrifice of the dead.
12		Trumpet	<i>Rouse</i> will be played.	During the playing of <i>Rouse</i> , Cdt Comd, Cdt DComd, Flt Comds, and Flag Pty personnel <u>SALUTE</u> . All return to position of attention after the last note.

NO	COMMAND	GIVEN BY	ACTION	REMARKS
13		Cdt Comd	The RO, accompanied by the Reviewing Party, will depart and lay a wreath in the CASM RCAF Hall of Tribute. Once this is completed the Reviewing Party will return to the parade.	Cdt Comd will approach the RO, salute if required, and invite the RO to accompany him to the CASM RCAF Hall of Tribute. Reviewing Party fall in automatically behind.
14	Squadron, Stand At - EASE	Cdt DCo md	Sqn stands at ease.	Cdt DComd will have adopted a position to enable her to see the Reviewing Party departing. Position adopted while Reviewing Party are away in RCAF Hall of Tribute.
15	<i>Escadron, garde à - VOUS</i>	Cdt DCo md	Sqn comes to position of attention.	Position adopted prior to Reviewing Party return from the RCAF Hall of Tribute.
16	Flag Party, Carry - FLAG	Cdt DCo md	Flag Pty carries flags.	Sqn ready to render honours to the dignitaries. Cdt DComd then faces forward.

DEPARTURE OF DIGNITARIES

NO	COMMAND	GIVEN BY	ACTION	REMARKS
17	<i>ESCADRON 51, SALUT GÉNÉRAL, SALU - EZ</i>	Cdt Comd	Parade Appointments and Flag Pty salute.	Flag and Banner bearers let fly. Band plays "General Salute."
18			Parade Appointments and Flag Pty cut their arms to the side after a standard pause after the last note of music.	Flag and Banner bearers recover the Flag and Banner. The RO moves off the dais and retires along with CO. The Chair SC takes up position on the dais.
19	<i>ESCADRON 51, SALUT GÉNÉRAL, SALU - EZ</i>	Cdt Comd	Parade Appointments and Flag Pty salute. Flag and Banner bearers let fly the flags. Band plays "General Salute."	Command given once Chair SC is in position on the dais.
20			Parade Appointments and Flag Pty cut their arms to the side after a standard pause after the last note of music.	Flag and Banner bearers recover the Flag and Banner. Chair SC moves off the dais and departs.

MARCHING OFF THE FLAG

NO	COMMAND	GIVEN BY	ACTION	REMARKS
21	<i>RETIREZ LE DRAPEAU</i>	Cdt Comd		Cdt Comd to turn about before giving order. Command given once Reviewing Party has left parade area.
22	<i>GARDE DU DRAPEAU</i>	Flag Pty Comd	Cautionary command.	
23	<i>ESCADRON 51, À VOTRE DRAPEAU, SALU - EZ</i>	Cdt Comd	Parade Appointments salute.	
24	<i>GARDE DU DRAPEAU, PAR LE CENTRE, PAS CADENCÉ - MARCHÉ</i>	Flag Pty Comd	Flag Pty steps off without letting fly the flags. Band plays the first four and last four bars of "O Canada."	
25	FLAG PARTY, RIGHT - FORM	Flag Pty Comd	Flag Pty forms to the right.	Command given so that Flag Pty is off the parade square area and can recover flags.
26	FOR- WARD	Flag Pty Comd	Flag Pty moves forward towards right flank of parade.	
27	COUNTER – MARCH	Flag Pty Comd	Flag Pty counter-marches to face review dais.	
28	FOR – WARD	Flag Pty Comd	Flag Pty moves forward towards review dais.	
29	MARK –TIME	Flag Pty Comd	Flag Pty marks time.	
30	FLAG PARTY – HALT	Flag Pty Comd	Flag Pty halts.	Flag Pty will then discreetly march out of sight, secure flags, and return to the RCAF Hall of Tribute.
31	<i>ESCADRON 51, GARDE À – VOUS</i>	Cdt Comd	Parade Appointments return to position of attention.	Once Flag Pty has left parade area.

DISMISS

NO	COMMAND	GIVEN BY	ACTION	REMARKS
32	51 SQUADRON, CLOSE ORDER – MARCH	SWO		
33	51 SQUADRON, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT – TURN	SWO	Sqn turns right.	Flight 2ICs adopt formation using 15 paces.

NO	COMMAND	GIVEN BY	ACTION	REMARKS
34	SQUADRON, IN SUCCESSION OF FLIGHTS, FORM SINGLE FILE FROM THE RIGHT, QUICK – MARCH	Cdt Comd		
35	NUMBER 1 FLIGHT, FORM SINGLE FILE FROM THE RIGHT, QUICK – MARCH	No 1 Flt Comd	No 1 Flight acts as ordered. Cdt DComd acts on No 4/Band Flt Comd's word of command.	No 1, 2 and 3 Flt Comds, and Band Leader individually order Quick March. Sqn moves into and around the RCAF Hall of Tribute in succession of flights with the Flt Comds leading and Flt 2ICs closing the flight in order of parade positions. First person through is Cdt Comd and last person through is Cdt DComd.
36			Sqn dismisses.	Once the cadets have gone through the RCAF Hall of Tribute they are to return to the parade area for the clean up. Guests will then be invited to enter.

ACT OF REMEMBRANCE

We remember!

The valiant warriors who still walk in our midst.

Once strong and powerful, their faces young and eager are now lined with the years of remembering those unwanted memories. Be with them and comfort them.

For those who are not with us because they paid the supreme sacrifice for freedom, grant them eternal rest.

We remember them.

We remember them and are eternally grateful.

En union avec les Canadiens et Canadiennes, de toutes origines ethniques et confessions religieuses, nous te rendons grâce pour le sacrifice que les nôtres ont fait afin que nous, et les générations à venir, puissions vivre en paix.

Grant favour and blessings to our airforce personnel, soldiers and sailors of today who share the memories of the cries of conflict with our veterans.

They too have experienced and seen the violence of war. They are Canada's peacekeepers and peacemakers who now share the unwanted memories with veterans of old. They too remember things they would like to forget. Console them.

We remember our military members who currently serve in areas of conflict in various parts of the worlds. Protect them from harm so they may return to their families safely.

We Remember Them

We remember those who have died and those still with us. We pray that the world will be released from conflict, from hatred, from prejudice, from intolerance, and from all seeds of war.

We remember the promises of peace and we look to You who we name in our hearts, for hope and visions of peace.

Enfin, maintiens en chacun de nous ce désir inlassable de toute guerre et de faire ta Volonté ici même et à jamais.

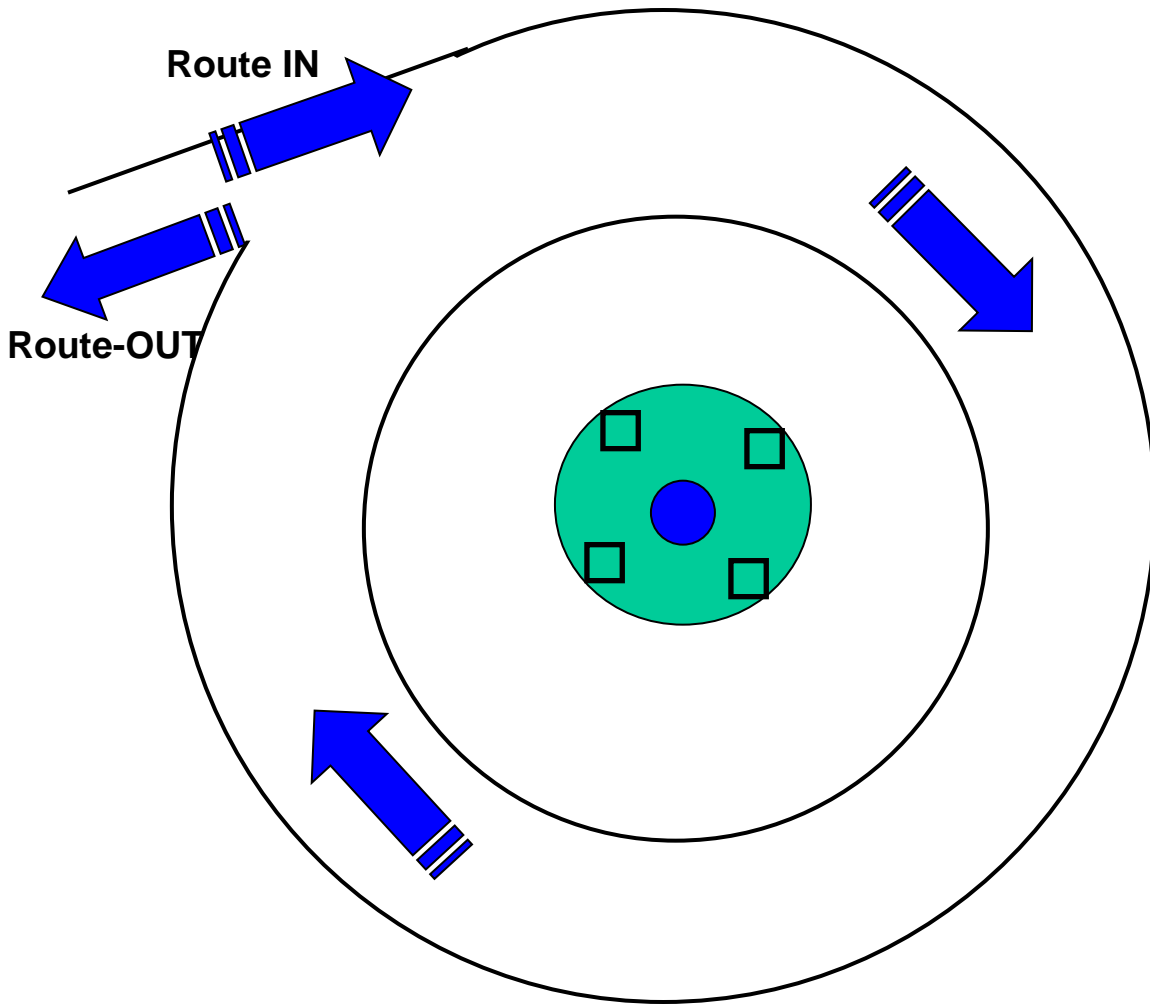
Nous te le demandons par ton saint Nom.

SILENCE (2 minutes)

Ils ne vieilliront pas comme nous qui leur avons survécu;
Ils ne connaîtront jamais l'outrage ni le poids des années.
Quand viendra l'heure du crépuscule et celle de l'aurore,
Nous nous souviendrons d'eux.
Nous nous souviendrons d'eux.

they shall not grow old as we that are left grow old;
age shall not weary them, nor the years condemn:
at the going down of the sun and in the morning –
we will remember them.
we will remember them!

Special Remembrance Parade RCAF Hall of Tribute



□ Sentries
Sentinelles

● Wreath

ANNEX E

ANNEXE E

ANNUAL CEREMONIAL REVIEW

CÉRÉMONIAL DE LA REVUE ANNUELLE

GENERAL

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. This Generic Operation Order for an ACR is to be modified and adapted to fit the particular circumstances.

1085-20-14 (Insert Title of Originator)

Date

Distribution List

**OPERATION ORDER XX-YEAR/YEAR
ANNUAL CEREMONIAL REVIEW – DATE**

References: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 2003

B. A-PD-201-000/PT-000 Manual of Ceremonial and Drill for the Canadian Forces

C. A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the Canadian Forces

D. A-PD-202-001/FP-000, Band Instructions

SITUATION

1. 51 Squadron's Annual Ceremonial Review (ACR) is the most important event of the Air Cadet training year. It is the opportunity for the cadets to show off to the assembled guests all that they have learned over the past training year. It is also the opportunity for the Squadron to honour deserving Cadets by presenting them with various awards.

2. The Squadron's XXth ACR (ACR XX) will be held on Date and time, in the Location. This activity is mandatory for all cadets and squadron personnel.

3. The Reviewing Officer (RO) will be _____.

MISSION

4. 51 Squadron will successfully execute the XXth Annual Ceremonial Review on date and time.

EXECUTION

5. General Outline. The ACR will follow guidelines at reference A.
 - a. The squadron in-line formation will be used for the parade. There will be one march past in column of route, in quick time.
 - b. Dynamic Displays and awards will be presented after the march past.
 - c. Static Displays will be manned and visited after the parade has fallen out.
6. Taskings:
 - a. ACR Host. The CO will be the ACR Host. He will be responsible for:
 - (1) liaising with Regional Cadet Support Unit (Eastern) (RCSU(E)) and Air Cadet League (ACL) on all ACR matters,
 - (2) liaising with the appropriate **Location and/or Unit** authorities and request on behalf of 51 Sqn:
 - (a) the use of facilities for practice, preparation, VIP reception, ACR, and post-ACR reception (including a contingency location for inclement weather), and
 - (b) a date and time where a reconnaissance can be carried out prior to the ACR,
 - (3) liaising with the Squadron Sponsoring Committee (SC) for:
 - (a) pre and post ACR reception requirements co-ordination,
 - (b) foodstuffs, and
 - (c) suitable memento for the RO,
 - (4) personally welcome the RO and the guests of honour, brief them on the sequence of events and about VIPs in attendance and tell them the name of the cadet parade commander,
 - (5) knowing which political figures are present and which guests of honour, if any, are unexpectedly absent,
 - (6) informing the RO before the ceremony of the awards he/she is to present,
 - (7) ensuring any engraved awards, trophies, and plaques are available for presentation on the day,
 - (8) providing a suitable memento for the RO (if required), and
 - (9) approving Awards presenters and news releases.

- b. Ceremony Coordinator (CC). [REDACTED] will be the ACR CC and will be responsible for:
- (1) supervising and coordinating all staff members activities throughout the planning stages, the rehearsals and the event itself,
 - (2) establishing and maintaining constant communication with the ACR Host and Parade Officer in Command (Pde OIC) to ensure prompt relay of urgent changes,
 - (3) synchronizing all planned events,
 - (4) remaining ready to intervene at the time and place where a coordination problem may arise on the day of the ACR,
 - (5) producing the cadet assignment plan and keeping it up to date,
 - (6) approving the seating plan, MC script, and music selections, and
 - (7) informing the members of the inspecting party of their positions during the ceremony,
 - (8) conducting any site reconnaissance when and where required (if required),
 - (9) submitting a complete report on the conduct of activities to the CO, as soon as possible after the ACR, and
 - (10) any other duties assigned by the ACR Host.
- c. CC 2IC. [REDACTED] will be the ACR CC 2IC and be responsible for:
- (1) the overall administrative and logistic requirements for the ACR,
 - (2) assisting the CC in executing the ACR as per the schedule,
 - (3) supervising the set-up of the Dynamic and Static displays,
 - (4) the Advance Party, to include:
 - (a) securing and returning all Regional Cadet Support Unit (Eastern) provided equipment,
 - (b) check in with the Location representative,
 - (5) be prepared to assist in the site reconnaissance (if required), and
 - (6) any other duties assigned by the ACR chain of command.
- d. Parade Officer in Command (Pde OIC). [REDACTED] will be the ACR Pde OIC and will be responsible for:
- (1) co-ordinating the parade and parade practices as per Annex B,
 - (2) liaising and briefing the RO's Aide-de-Camp (ADC) and Squadron staff on parade format,

- (3) preparing or compiling the appropriate documents as required for review by the CC,
 - (4) briefing Cdt Comd, SWO, and parade appointments on parade requirements,
 - (5) approving members of the Flag Pty, music selection, MC script, seating plan, and,
 - (6) any other duties assigned by the CC.
- e. Security Officer (Secur O). [REDACTED] will be the ACR Secur O and will be responsible for:
- (1) maintaining security of all personnel at the ACR,
 - (2) planning for contingencies such as fire and power failure within the building and briefing all cadets and staff of actions to be taken in such cases,
 - (3) ensuring the local police station/Military Police Section is aware of the event,
 - (4) ensuring all guests are escorted/directed to their seats and are not allowed to walk across the parade square prior to the start of the ACR proper,
 - (5) ensuring that no cadets are working in the parking area proper,
 - (6) ensuring spectators stay off the parade square area,
 - (7) liaising with building security personnel and ensuring the building's emergency exits and alarm system are working, and
 - (8) securing cadet work party as provided by the ACR Cdt Comd;
 - (9) briefing and supervising any staff and cadets assigned to provide medical support; and
 - (10) any other duties assigned by the CC.
- f. Administration Officer (Admin O). The Admin O will be the ACR Admin O and will be responsible for:
- (1) preparing and submitting all paperwork related to the ACR,
 - (2) preparing and printing the appropriate certificates as required,
 - (3) preparing and printing the seating place cards for Lead Usher as required,
 - (4) preparing news releases one-week prior and no later than one week following the ACR,
 - (5) securing approval of news releases from the CO,
 - (6) securing the RO's biography and passing it on to the MC,
 - (7) preparing and printing of ACR programme booklet, and
 - (8) any other duties assigned by the CC.

- g. Supply Officer (Sup O). The Sup O will be the ACR Sup O and will be responsible for:
- (1) all logistic requirements for the ACR,
 - (2) providing all items requested by CC or Pde OIC as per Annex XX,
 - (3) issue and recover after the ACR, ceremonial accoutrements (white gloves and belts) to Parade appointments, Flag Pty personnel, and Drum Maj,
 - (4) ensuring all requested items and equipment are issued and accounted for,
 - (5) ensuring all requested items and equipment are accounted for and returned,
 - (6) ensuring an iron and ironing board are available,
 - (7) ensuring a hair dryer/blower is available, and
 - (8) any other duties assigned by the CC.
- h. Photographer. [REDACTED] will be the ACR photographer and will be responsible for:
- (1) ensuring appropriate photographic coverage of the ACR;
 - (2) ensuring the collected photographs are posted to the Squadron website photo page;
 - (3) storing the collected photographs;
 - (4) setting up and dismantling a display board with photographs of squadron activities over the training year; and
 - (5) any other duties assigned by the CC.
- i. Master of Ceremony (MC). [REDACTED] will be the ACR MC and be responsible for:
- (1) preparing and scripting the ACR in bilingual format,
 - (2) ensuring that everyone mentioned in the script is present on the day,
 - (3) securing the biography of the RO from the Admin O,
 - (4) securing script approval from the CC,
 - (5) ensuring the public address system is ready and operating,
 - (6) presenting the prepared script to the audience in English and in French; and
 - (7) any other duties assigned by the CC.
- a. Aide-de-Camp (ADC). [REDACTED] will be the ADC and will be responsible for:
- (1) personally welcoming the RO and the guests of honour alongside the ACR Host;

- (2) ensuring the spouse of the RO has access to assistance at all times, especially when separated from the Reviewing Party;
 - (3) briefing the Reviewing Party on the sequence of events and about VIPs in attendance;
 - (4) informing them of the name of the cadet parade commander;
 - (5) informing the RO before the ceremony of the awards he is to present;
 - (6) shadowing the RO in order to answer any unexpected questions or concerns; and
 - (7) any other duties assigned by the ACR Host and the CC.
- j. Awards Officer in Command (Awards OIC). [REDACTED] will be the ACR Awards OIC and will be responsible for:
- (1) selecting presenters for specific awards and securing approval from CC,
 - (2) briefing approved awards presenters before the awards are given,
 - (3) ensuring the presenters are actually in attendance on the day,
 - (4) ensuring the award recipients are actually in attendance on the day,
 - (5) passing out the appropriate awards to the presenters at the appropriate moment,
 - (6) recovering the awards from the recipients at the Awards table,
 - (7) liaising with the ACR Host and CC for awards plan,
 - (8) setting out the appropriate number of tables (with bunting) with awards,
 - (9) directing any work party cadets provided by ACR Cdt Comd, and
 - (10) any other duties as assigned by the CC.
- k. Lead Usher. [REDACTED] will be the ACR Lead Usher, and will be responsible for:
- (1) developing a seating plan for invited guests,
 - (2) securing CC approval for the seating plan,
 - (3) ensuring that the ushers have the information to perform their task properly, including the names for the guests of honour and their seat numbers,
 - (4) directing any Staff personnel or cadet ushers, along with any guides and work parties provided by ACR Cdt Comd,
 - (5) ensuring the reception area to welcome the main guests of honour is prepared,
 - (6) ensuring that no spectators sit in a reserved seat or move in front of the RO,
 - (7) emplacing VIP seating place cards provided by the Admin O,

- (8) securing and emplacing ACR programme booklets on seats,
 - (9) setting up ACR seating (XXX seats) as per guidelines at chapter 3 of reference A,
 - (10) setting up review dais (if required),
 - (11) ensuring all guests are escorted/directed to their seats,
 - (12) reserving one (1) parking spot for the RO, and
 - (13) any other duties assigned by the CC.
- I. Band Officer (Band O). [REDACTED] will be the ACR Band O and will ensure to:
- (1) provide supervision for the Band during all practices and the event itself,
 - (2) forward proposed music selections to the Pde OIC for approval by the CC, and
 - (3) any other duties assigned by the Pde OIC and the CC.
- m. Display Officers. [REDACTED], [REDACTED], [REDACTED], [REDACTED], (as required) will oversee the creation and development of ACR displays, and will be responsible for:
- (1) actively mentoring and supervising tasked cadets, outlined in Annex C,
 - (2) reporting progress display to the CC 2IC when asked, and at regular intervals outlined in Annex A,
 - (3) ensuring that their tasked cadets outlined in Annex C adhere to the display development timetable outlined in Annex A,
 - (4) actively and personally supervising display creation, ensuring cadet engagement and safety at every stage,
 - (5) ensuring that all displays represent the Canadian Cadet Movement in a decent, clear, and visually pleasing manner,
 - (6) ensuring that all displays are as bilingual as possible by providing or securing translation services as required,
 - (7) ensuring their tasked cadets routinely report their progress through their cadet chain of command, outlined in Annex A, and,
 - (8) any other duties assigned by the CC or CC 2IC.
- n. Squadron Staff. Squadron Staff members not specifically tasked in this Operations Order are to assist in the provision of medical support. As well, they are to be prepared for any other duties assigned by the CC and the Pde OIC.

- o. Squadron Sponsoring Committee (SC). The SC will be responsible for the pre and post ACR receptions and as such it will be responsible for:
- (1) liaising with the ACR Host for ACR specific requirements,
 - (2) providing the meal (as required) and appropriate refreshments for all participants,
 - (3) setting up, dismantling, and cleaning up the lunch and reception areas,
 - (4) requesting the required number of cadets to help out from the ACR Cdt Comd,
 - (5) providing the necessary staff personnel to man the reception areas,
 - (6) preparing news releases one-week prior and no later than one week following the ACR,
 - (7) securing approval of news releases from the ACR Host,
 - (8) providing potable/bottled water that is to be set-up away from the main entrance door for all participants during the days' set-up, practice, and the ACR itself,
 - (9) be prepared to assist in the site reconnaissance (if required), and
 - (10) as per chapter 3 of reference A, the Chair SC will be on hand to welcome the RO.
- p. ACR Cadet Squadron Commander (Cdt Comd). [REDACTED] will be the ACR Cdt Comd and will be responsible for:
- (1) acting as ACR Parade Commander,
 - (2) accompanying the ACR Host in welcoming the RO,
 - (3) meeting the RO before and after the parade in order to answer any unexpected questions or concerns,
 - (4) supervising and coordinating all cadet activities throughout the planning stages, the rehearsals, and the event itself, in conjunction with the CC,
 - (5) establishing and maintaining constant communication with the CC and Pde OIC to ensure senior ACR staff remains informed of changes or concerns,
 - (6) ensuring appropriate dress and deportment of the cadets at all times,
 - (7) ensuring the preparation and training schedule is followed,
 - (8) providing a Sr NCO to act as parade practice cadet in command (Pde IC),
 - (9) providing a five-person Flag Pty whose members will have been approved by the CC through the Pde OIC,
 - (10) providing any NCOs and cadets as requested by the CC and OICs,
 - (11) ensuring appropriate dress and deportment of the cadets at all times,
 - (12) ensuring the preparation and training schedule is followed,

- (13) submitting an After Action Report to the CC by **date**, and
 - (14) carrying out any other duties assigned by the CC and Pde OIC.
- q. Parade Practice Cadet in Command (Cdt Pde IC). will be the Cdt Pde IC and will be responsible for:
- (1) liaising with the Pde OIC,
 - (2) marking Flag Pty and squadron/flight marker positions during the general parade practice,
 - (3) ensuring that Flag Pty personnel, and Flight Markers, know their drills,
 - (4) ensuring that Parade Appointments, Flag Pty personnel, and Band Maj are wearing ceremonial accoutrements (white gloves and belts),
 - (5) ensuring that “beeping” devices such as watches, pagers, cellular telephones, etc., are turned off or removed prior to the ACR parade,
 - (6) ensuring all cadets know how to receive awards,
 - (7) ensuring all cadets know how to sit down and stand back up while on parade,
 - (8) ensuring flights are sized by height prior to practice and that squadron is formed-up at the parade site at the appropriate time, and
 - (9) any other duties assigned by the CC and Pde OIC.

7. Coordination Instructions.

- a. Briefings. The briefings listed below can also be found in Annex **XX**.
- (1) A briefing will be held on **date, time, location**. All display tasked staff will attend.
 - (2) Specific to task briefings will be called by task OICs when and if required.
- a. Practices.
- (1) ACR practice dates and parade specific timings are listed at Annex B.
 - (2) A full dress rehearsal will be held on **(indicate date, time and location)**.
 - (3) A final ACR practice will be held on **(indicate date, time and location)**.
- b. Dress. All personnel will report in the appropriate dress:
- (1) Cadet Instructor Cadre officers and Canadian Armed Forces personnel. Dress-of-the-day for all practices, casual civilian for morning of **(indicate date, time)**. All personnel must be in Number 1A order of dress no later than **(indicate date, time)**.
 - (2) Civilian Instructors. Dress-of-the-day for all practices, casual civilian for morning of **(indicate date, time)**. Civilian jacket and tie (dark suit preferred). Ladies equivalent.

- (3) Cadets. Dress-of-the-day for all practices, civilian for morning of (indicate date, time). Number C-1 order of dress no later than (indicate date, time). Cadet decorations and nametags are to be worn.
 - (4) 51 Squadron Cadet Recruits. Blue Air Cadet T-shirt over appropriate civilian dress attire.
 - (5) Parade appointments, Flag Pty personnel. Ceremonial accoutrements (white gloves and belts).
- b. Parade Formation. The squadron in-line formation will be used. There will be one march-past in column of route in quick time. Flag Pty will be appropriately positioned in the centre of the formation. 51 Squadron Band will provide musical support and will form up (indication location) of the squadron. ACR Parade Format at Annex XX will be followed.
 - c. Site Reconnaissance. A site reconnaissance of the Location may be conducted on date and time. Personnel designated to attend will also be advised.

ADMINISTRATION AND LOGISTIC SUPPORT

8. Medical. Sup O and Secur O to ensure a first aid kit is made available for the parade. Flight Commanders are to remind their cadets to place one knee on the ground and loosen tie when feeling weak. Cadets will not normally be removed from the ranks unless clearly in distress. Cadets falling out of ranks will not be permitted to fall back into parade when the squadron is on parade.
9. Public Address. The ACR Host will request the use of a public address system through the venue. [redacted] will act as MC and will attempt to ensure redundancy of the public address system.
10. Ceremonial Accoutrements. Sup O will provide appropriate white gloves and white belts for parade appointments, Flag Pty personnel, and Drum Maj only.
11. Spectators. While spectators and guests may arrive earlier and watch parade preparations, they are requested to be seated for indicate time. Spectator seating for XXX persons will be set up by squadron personnel under the direction of the Lead Usher. After the ACR, the Lead Usher is to ensure everything is cleaned, replaced into position, and removed as necessary.
12. Seating Plan. Seating will only be reserved for personnel on the guest list as directed by the ACR Host. Sup O to provide XXX chairs to the Lead Usher as per his directions.
13. Work Parties. Cdt Comd to provide appropriate number of cadets for work parties as requested by CC and respective OICs.
14. Parking. A dedicated parking spot for the RO will be secured. Spectators will be directed to the appropriate parking area and requested to walk to the parade area. For safety reasons, Cadets are not to work in the parking lot proper.
15. Meals. A meal will be provided by the SC to all participating cadets and staff. No meals will be provided to spectators.
16. Receptions.
 - a. An invitation-only pre-ACR reception including refreshments will be held (indicate time and location).

- b. A post ACR reception including refreshments will be held (indicate time and location).
 - c. Food and Refreshments are the responsibility of the SC.
17. Requirements. ACR requirements are to be co-ordinated through Sup O. A preliminary list has been included in Annex XX.
18. Timings. All personnel are to synchronize their watches to the NRC time signal at 613-745-1576.
- a. The ACR schedule is at Annex A.
 - b. The ACR training schedule is at Annex B.
19. Water. The SC will ensure potable drinking water is available for the ACR.
20. Transport. Cadets are to make their own way to and from the ACR venue Location.
21. Inclement Weather. The ACR will take place rain or shine. In the event of inclement weather, the ACR Host will secure the approval of a suitable indoor location. Any decision regarding inclement weather will be communicated by indicate time and date.

COMMAND AND COMMUNICATIONS

22. Command. The ACR Chain of Command is outlined below. The staff appointments are identified in the Tasking paragraph of this order. The Cadet specific Chain of Command is at Annex XX.

a.	ACR Host	CO
b.	ACR CC	
c.	ACR CC 2IC	
d.	ACR Pde OIC	
e.	ACR Admin O	Admin O
f.	ACR Sup O	Sup O
g.	ACR Cdt IC	Cdt Comd

23. Communications. The communications plan will be provided at a later date.

a.	Police	911.
b.	Fire	911.
c.	Location	TBC.
d.	Squadron Office	613-742-5151
e.	NRC time signal	613-745-1576

24. Acknowledgment. All Action addressees below are to acknowledge receiving this Operation Order to the undersigned as soon as possible.

First Name and name

Rank

Position

for Commanding Officer

Annexes:

Annex A ACR Schedule

Annex B ACR Training Schedule

Annex ACR Staff Organization Chart

Annex ACR Senior Cadet Taskings

Annex ACR Location Site Map

Annex ACR Static Display – Activity (Add Annexes as required for each Static Display)

Annex ACR Dynamic Display – Activity (Add Annexes as required for each Dynamic Display)

Annex ACR Parade Format

Annex ACR Logistics Requirements

Distribution List

Action

Squadron Staff

Cadet Squadron Commander

Cadet Squadron Deputy Commander

Squadron Warrant Officer

Flight Commanders

Chair SC

Information

Canada Aviation and Space Museum Representative

51 Sqn Director

Annex A
 1085-20-14 (Originator)
 Date

ACR XX SCHEDULE

TIME (hours)	ACTIVITY
1100 – 1230	Arrival of staff members, Static Display ICs, and senior cadet staff at Location Displays set-up
1230	Arrival of cadets at Location
1230 – 1330	Parade practice
1250	Attendance
1325 – 1330	Break
1330 – 1400	Final preparations for seating and PA system
1400 – 1410	Break
1410 – 1500	Parade practice
1500 – 1510	Break
1510 – 1600	Final preparations of static/dynamic displays
1600 – 1610	Break
1610 – 1700	Parade practice
1700	Dinner
1800	Last minute preparations including changing into uniforms
1830	Final check
1840	Parade Form-up
1845	Spectators requested to be seated SWO marches on the Markers Parade sequence at Annex XX followed
1847	SWO marches on the Squadron
1848	Parade Appointments take up positions
1852	Cdt DComd takes over the parade and marches on the parade appointments
1856	Cdt Comd takes over the parade
1857	Flag Pty marched on
1859	General Salute for President of Sponsoring Committee
1900	General Salute for Reviewing Officer
1900 – 2045	Parade and Ceremony
2045	Manning of Static Displays Post parade activities
2055	Static Displays open to public Post ACR Reception Cadets not involved in displays eat now

TIME (hours)	ACTIVITY
2130	Dismantling of Static displays (display leaders' co-ordinate own displays, Duty crew to dismantle site) Cadets that ate earlier are now involved in dismantling displays Cadets that worked the displays may now eat
2150	End of ACR Squadron clean up and final checks
2200	Last minute announcements End of Squadron activities

Annex B
1085-20-14 (Originator)
Date

ACR XX TRAINING SCHEDULE

DATE	TIME (hours)	ACTIVITY
Date	1840-1915	Assign all NCOs (Trg O) Level 4 ACR Planning
Date	1840-1915	Level 4 ACR Planning
	2010-2045	Squadron ACR Practice
Date		Display Registration (all Lvl 1-3 cadets choose one dynamic display)
Date		Submission of first draft by NCOs (static and dynamic) to NCO IC
Date		CC 2IC and Sr NCOs get plan comments back to NCOs Parade Practice (Period 2)
Date		Submission of second draft by NCOs (static and dynamic)
	2010-2045	Squadron ACR Practice
Date	0900-1230	Saturday Squadron ACR Practice
Date		Final approval for display plans
Date	1840-1955	ACR Static and Dynamic Displays Preparation
	2010-2045	Squadron ACR Parade Practice
		Cdt IC compiles list for logistics, confirming with CC 2IC
Date	0900-1230	Saturday Squadron ACR Practice
Date	1840-1915	Squadron ACR Parade Practice
	1920-2045	ACR Static and Dynamic Displays Preparation
		All writing for display boards or scripts (dynamic displays) submitted to Cdt IC by date and time
Date	0900-1230	Saturday Squadron ACR Practice (To be confirmed)
Date	2110	Coordination meeting in indicate location.
Date	0900-1230	Saturday Squadron ACR Practice
Date	1840-2045	Full ACR Rehearsal
Date	1900-2100	Annual Ceremonial Review (Location)
Date		Submission of AAR to Cdt IC (FSgts and up)
Date		Submission of compiled AAR to CC

SATURDAY MORNING ACR PRACTICES

TIME (hours)	ACTIVITY
0845	Arrival of staff, WO2s
0900	Arrival of cadets Attendance
0910	Dynamic display practice
1010	Break
1025	Parade practice (weather permitting) Indoor sports (inclement weather)
1100	Break
1110	Parade Practice
1145	Announcements
1200	Dismissal of Level 1-3 cadets Break for Level 4+ Status check with dynamic display NCO IC, 2IC
1215	Static display preparation
1315	Cleanup
1330	Dismissal of all remaining staff and cadets

ROOM ASSIGNMENTS:

Date	Rooms Booked

Annex C
 1085-20-14 (Originator)
 Date

ACR XX STAFF ORGANIZATION CHART

1. This chart covers most of the training staff and senior cadet positions for the training portion of the ACR.

ACTIVITY	Cdt IC	Cdt 2IC	Cdt Asst	OIC
ACR / DISPLAYS				
Dynamic Displays				
Activity				
Activity				
Activity				
Activity				
Static Displays				
Activity				
Activity				
Activity				
Activity				
Logistics Audio-Visual				
Drill Practice				

2. Full task descriptions are listed in the other annexes of this Operation Order, listed at the end of the main document. Senior roles are listed in the main document.

3. All cadets at or above the rank of sergeant not listed above will be tasked by any IC as needed. The Cdt ICs of the Dynamic and Static Displays will ensure that all cadets have been tasked.

Annex XX
1085-20-14 (Originator)
Date

ACR LOCATION SITE MAP

1. Canada Aviation and Space Museum, 11 Aviation Pkwy, Ottawa, ON K1K 2X5



Annex XX
1085-20-14 (Originator)
Date

ACR XX STATIC OR DYNAMIC DISPLAY – ACTIVITY NAME

EXECUTION

1. General Outline. Explain your basic outline here.
2. Taskings:
 - a. Display Cadet In Command (Cdt IC). [redacted] will be the Cdt IC of the Activity Name Static/Dynamic Display and be responsible for:
 - (1) primary content control and thus planning the display including:
 - (a) display Outline/Plan,
 - (b) personnel requirements,
 - (c) work breakdown,
 - (d) material resources,
 - (e) practice considerations, and
 - (f) other;
 - (2) supervising the display;
 - (3) task supervision of personnel employed at display;
 - (4) liaising with the appropriate Squadron authorities and request on behalf of the activity appropriate human and material resources; and
 - (5) any other duties assigned by the ACR XX chain of command.
 - b. Display Cadet Second In Command (Cdt 2IC). [redacted] will be the Cdt 2IC of the Activity Name Static/Dynamic Display and be responsible for:
 - (1) assisting with administration, logistics, planning and supervision,
 - (2) acting as Cdt IC in his absence; and
 - (3) any other duties assigned by the ACR XX chain of command.
 - c. Display Assistant (Cdt Asst). [redacted] will be the Cdt Asst of the Activity Name Static/Dynamic display and will be responsible for:
 - (1) assisting the Cdt IC and Cdt 2IC with administration, logistics, and supervision; and
 - (2) any other duties assigned by the Cdt IC or CC.

- d. Display Cadets. Add any additional tasks you have for specific cadets here. For example, if you need a narrator for your display explain what tasks that narrator will have here. You may not have a name yet but the tasks to be accomplished are fairly evident: prepare the script, have it approved, modify as required, read it during the ACR, is there language preferences required, a specific rank, etc. Maybe you need someone to construct something include the tasks here.
- e. Coordination Instructions. Explain your basic outline here. How will the work be carried out prior to the ACR? You can be specific in your timing portion.

ADMINISTRATION AND LOGISTIC SUPPORT

- 3. Personnel. Explain your basic requirements for personnel (Human resources) here. For example if you need two cadets to explain, while twelve others demonstrate then you have a requirement for at least fourteen cadets. Identify any requirements for special skills, rank, etc.
- 4. Material. Explain your basic requirements for equipment (Material resources) here. For example if you need two easels, three tables, a lot of designer pencils, etc.

#	ITEM	QUANTITY	REMARKS
1			
2			
3			
4			
5			

- 5. Safety. Squadron first aid kits and medical assistants will remain available during the display. The squadron first aid kit will be available in the Supply section during all practices.
- 6. Dress. All cadets will remain in indicate which one order of dress for the duration of the display. Any modifications in dress must be approved as part of the submitted display plan.
- 7. Timings. Explain your timings here. Try to be as specific as possible. If you can't get it all done in the time allotted think about asking for additional resources (material, human) to see if this will help you.

DATE	TIME (hours)	ACTIVITY

COMMAND AND COMMUNICATIONS

8. Command. The **Activity Name Static/Dynamic** Display Chain of Command is outlined below.

- | | | |
|----|---------|--------------|
| a. | OIC | _____ |
| b. | Cdt IC | _____ |
| c. | Cdt 2IC | _____ |

9. Communications. The **Activity Name Static/Dynamic** Display communications plan is:

- | | <u>Responsibility</u> | <u>Call Sign</u> |
|----|-----------------------|------------------|
| a. | Cdt IC | _____ |
| b. | Cdt 2IC | _____ |

First Name and Name

Rank

Cdt IC of the **Activity Name Static/Dynamic** Display

Appendices:

Appendix 1	As required
Appendix 2	As required

Annex **XX**
1085-20-14 (**Originator**)
Date

ACR **XX PARADE FORMAT**

Annex **XX**
 1085-20-14 (Originator)
 Date

ACR **XX** LOGISTIC REQUIREMENTS

#	ITEM	QUANTITY	REMARKS
1	51 Squadron banner and staff	1	Flag Pty
2	Audio system	1	
5	Batteries	12	Must be Purchased
6	Canada Flag and staff	1	
7	Chairs	200	
8	Collapsible Screen	1	
9	Collapsible Screen	1	
10	Display boards		CC
11	Duct Tape	1 roll	
12	Extension Cord	1	
13	First Aid Kit	1	
14	Flag Party Flag carriers (sashes)	2	Sup O for Flag Pty
15	Flag stands	2	Flag Pty
16	FRS radios	11	Issued as per Op O
17	Hair Dryer/Blower	1	Sup O
18	Iron	1	Sup O
19	Ironing Board	1	Sup O
20	Laptop computer	1	
21	Large Cadet League recruiting sign	1	Flag Pty
22	Masking Tape	1 roll	
23	Memento for Reviewing Officer	1	CO, Sponsoring Committee
24	Plaques and awards		CO, Awards O
25	Power Bar	1	
26	Projector computer	1	
27	Projector Overhead	1	
28	Review dais	1	
29	spare tables	2	
30	Speakers' Podium	1	
31	Stretcher	1	
32	tables for admin	2	
33	tables for displays	20	
34	tables for food	5	Sponsoring Committee
35	tables for Sup O	2	
36	tables for trophies and plaques with bunting	2	
37	Water bottles or jug	2	Sponsoring Committee
38	White belts	21	Parade Appointments
39	White gloves	21	Parade Appointments

ANNEX F**ANNEXE F****CHANGE OF COMMAND PARADE****PARADE DE PASSATION DE COMMANDEMENT**

1. A Change of Command (CoC) parade will occur between the Outgoing CO and Incoming CO. The Presiding Officer (PO) over the ceremony will normally be the Regional Cadet Instructor Cadre Officer.
2. Generally, there will be two marches past in column of route. The first will be under command of the Outgoing CO. After the CoC ceremony, the second will be under command the new CO.
3. Normally the DCO will be the CoC parade host.
4. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

1. Une parade de passation de commandement s'effectuera entre le cmdt sortant et le cmdt entrant. Normalement, l'officier régional de Cadre ces instructeurs des cadets sera l'officier présidant la cérémonie.
2. De façon générale, il y aura deux défilés au pas cadencé. Le premier s'effectuera sous le commandement du cmdt sortant. Après la cérémonie de passation, le second sera sous le commandement du nouveau cmdt.
3. Normalement, le cmdtA sera l'hôte de la parade de passation de commandement.
4. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

CHANGE OF COMMAND CEREMONY

LA CÉRÉMONIE DE PASSATION DE COMMANDEMENT

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	MESDAMES, MESSIEURS LES OFFICIERS ET INSTRUCTEURS CIVILS, À VOS – POSTES	Outgoing CO	All adopt the position of Attention. The officers' salute. All then turn right and after observing a standard pause march off and position themselves in line mid-way between the Cdt Comd and the dais, facing the dais slightly to the right of centre.	Outgoing CO will advance to the front and give his order. Officers and Civilian Instructors will have previously taken position on the right side of the parade.
	ESCADRON 51, EN PLACE, RE -POS	Outgoing CO	Sqn stands at ease.	Officers and Civilian Instructors react to words of command.
	ESCADRON 51, RE - POS	Outgoing CO	Sqn stands easy.	Awards are presented to all recipients except the outgoing CO.
				Outgoing CO then addresses his squadron for the last time. When Outgoing CO is finished the following will happen:
	51 SQUADRON, ATTEN - TION	Outgoing CO	Sqn acts as ordered.	Because the distance is short in the Museum, immediately following the order, the PO, the Outgoing CO to his right and the Incoming CO to his left will advance and halt two paces in front of the Sqn Banner bearer.
			After observing a standard 2-3 pause, the Sqn Banner bearer and the Outgoing CO will incline to the left.	
			The Sqn Banner bearer will present the Sqn Banner to the Outgoing CO.	The Sqn Banner is not saluted. It is not a consecrated flag.
			The Sqn Banner bearer will incline to the right, the Outgoing CO will incline to the left while the PO and Incoming CO turn right (thus facing the Outgoing CO now holding the Sqn Banner).	
			Outgoing CO presents the Sqn Banner to the PO and addressing him says: " <i>Insert Rank and Name of PO, je vous remets le commandement de l'escadron 51.</i> "	
			The PO accepts the banner and says: " <i>I accept command of 51 Squadron.</i> "	
			PO turns about.	The PO is now facing the Incoming CO.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
			The PO will present the Sqn Banner to the Incoming CO and address him by saying: " <i>Insert Rank and Name of Incoming CO, I hereby grant you command of 51 Sqn knowing it will be in good hands.</i> "	
			The new CO accepts the Sqn Banner and says: " <i>I will do my best for 51 Sqn and carry on its traditions.</i> "	
			The Sqn Banner bearer will incline to the right, the New CO will incline to the left while the PO and Outgoing CO turn right (thus facing the parade).	
			The New CO will present the Sqn Banner to the Sqn Banner bearer.	
			The Sqn Banner bearer and the New CO will incline to the left.	
	51 SQUADRON, STAND AT – EASE	New CO	Sqn stands at ease.	The table and chairs for signing the documents are placed in front of the dais.
	51 SQUADRON, STAND – EASY	New CO	Sqn stands easy.	<p>The incoming CO gives the command to "STAND – EASY" for the duration of the signing period.</p> <p>After the command "STAND - EASY", the PO and the COs will turn right and march off moving to the side of the dais for the signature of the change of command documents.</p> <p>The certificates are signed in the following order: the Outgoing CO, the New CO and the PO (if required).</p> <p>After the certificates are signed, the two COs shake hands, the table and the chairs are removed and the Outgoing CO takes up position to the right of the dais while the PO returns to the dais.</p> <p>The New CO stands in front of the dais, salutes the PO and requests permission to address the Sqn.</p>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
			The PO delivers a short address.	The new CO turns about, and the PO delivers a short address followed by the incoming CO's allocution where presentations are made to the outgoing CO.
			The new CO delivers a short address.	This is followed by the New COs first presentations if any.
	51 SQUADRON, ATTEN - TION	New CO	Sqn comes to Attention.	
	LADIES, GENTLEMEN, OFFICERS AND CIVILIAN INSTRUCTORS, FALL - OUT	New CO	The Officers salute, all then turn right and, after observing a standard pause, march off to the right of the parade and leave the parade grounds, while the New CO takes up position to the left side of the dais.	After the command, the Cdt Comd turns about to face the squadron.

FAREWELL TO OUTGOING CO

LES ADIEUX AU COMMANDANT SORTANT

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	ESCADRON, DÉCOUVREZ – VOUS	Cdt Comd	Sqn remove headdress.	Flag Pty do not remove headdress. Band members stand fast.
	THREE CHEERS FOR OUR OUTGOING COMMANDING OFFICER, INSERT RANK AND NAME, HIP, HIP - HURRAH	Cdt Comd	Sqn replies HURRAH	
	HIP, HIP, HURRAH	Cdt Comd	Sqn replies HURRAH.	
	HIP, HIP, HURRAH	Cdt Comd	Sqn replies HURRAH. Band plays "Auld Lang Syne."	After the three cheers, the outgoing CO leaves the dais. The PO comes to the dais.
	ESCADRON 51, COUVREZ - VOUS	Cdt Comd	Sqn replace headdress.	

ANNEX G**ANNEXE G****CHANGE OF CADET SQUADRON
COMMANDER PARADE****PARADE DE CHANGEMENT DE CADET
COMMANDANT D'ESCADRON**

1. A Change of Appointment (CoAppt) parade will occur between the Outgoing Cdt Comd and Incoming Cdt Comd. The Presiding Officer (PO) over the ceremony will normally be the CO.
2. Generally, there will be two marches past in column of route. The first will be under command of the Outgoing Cdt Comd. After the CoAppt ceremony, the second will be under command the new Cdt Comd.
3. Normally the CO will be the CoAppt parade host.
4. The parade will follow the formats at Annexes H and I, adapted to fit the specific circumstances.

1. Une parade de changement d'affectation de cdt cmdt s'effectuera entre le cdt cmdt sortant et le cdt cmdt entrant. Normalement, le cmdt sera l'officier présidant la cérémonie.
2. De façon générale, il y aura deux défilés au pas cadencé. Le premier s'effectuera sous le commandement du cdt cmdt sortant. Après la cérémonie de changement d'affectation, le second sera sous le commandement du nouveau cdt cmdt.
3. Normalement, le cmdt sera l'hôte de la parade de changement de cdt cmdt.
4. La parade se conformera aux formats aux annexes H et I modifiés pour les circonstances particulières.

CHANGE OF CDT COMD CEREMONY

LA CÉRÉMONIE DE CHANGEMENT DE CDT CMDT

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	"INSERT RANK AND NAME OF CO, JE VOUS REMETS MES FONCTIONS DE CADET COMMANDANT DE L'ESCADRON 51."	Outgoing Cdt Comd	Outgoing Cdt Comd will report to the PO, salute and tell him: "Insert rank and name of CO, je vous remets mes fonctions de Cadet Commandant de l'Escadron 51."	Once the Outgoing Cdt Comd has stated that he is handing over his duties, the PO then asks the Outgoing Cdt Comd to adopt a position to his left, off the dais, facing the parade. The Outgoing Cdt Comd will then turn right, step off, and adopt the position.
	"INSERT RANK AND NAME OF INCOMING CDT COMD."	PO	Insert rank and name of incoming Cdt Comd will respond "Sir" report to the PO and salute before accepting appt.	The PO will ask the Incoming Cdt Comd to come forward and accept the appointment of Cdt Comd.
	" INSERT RANK AND NAME OF INCOMING CDT COMD, I HEREBY APPOINT YOU CADET SQUADRON COMMANDER OF 51 SQUADRON."	PO	The PO will address the New Cdt Comd by saying: " Insert rank and name of Incoming Cdt Comd, I hereby appoint you Cadet Squadron Commander of 51 Squadron."	The new Cdt Comd will then be asked to take up a position to the right of the dais (facing the parade). The Incoming Cdt Comd will then turn right, step off, and adopt the position.
	51 SQUADRON, STAND AT - EASE	PO	Sqn stands at ease.	PO to wait for the Incoming Cdt Comd to arrive in position.
	STAND - EASY	PO	Sqn stands easy.	PO will then return to his seat.
		Outgoing Cdt Comd	The departing Cdt Comd will address his squadron for the last time.	
			The table and chair for signing the documents are placed in front of the dais.	The ceremonial signing of Cdt Comd certificate will be carried out. The order of signing is the Outgoing Cdt Comd, the Incoming Cdt Comd, the PO and the Chair SC. Once this is completed the two Cdt Comds will shake hands. This will be followed by presentations made to the departing Cdt Comd.
		PO Incoming Cdt Comd	Short address from the PO and a reply to both addresses by the new Cdt Comd.	The Outgoing Cdt Comd will move off to the left side of the dais.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
			New Cdt Comd returns to the ranks in his new appointment.	<p>The new Cdt Comd will then take up a position in front of the dais and ask permission of the PO to continue with the parade. When granted, the new Cdt Comd will take up his position in front of the parade and carry on.</p> <p>No other squadron appointments move at this time. New positions will be assumed during the execution of the second march past.</p>

FAREWELL TO OUTGOING CDT COMD

LES ADIEUX AU AU CDT CMDT SORTANT

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
56	SQUADRON, REMOVE - HEADDRESS	Cdt Comd	Sqn remove headdress.	Flag Pty and Band members stand fast.
57	THREE CHEERS FOR OUR OUTGOING CADET SQUADRON COMMANDER, INSERT RANK AND NAME, HIP, HIP - HURRAH	Cdt Comd	Sqn replies HURRAH.	
58	HIP, HIP, HURRAH	Cdt Comd	Sqn replies HURRAH.	
59	HIP, HIP, HURRAH	Cdt Comd	Sqn replies HURRAH. Band plays "Auld Lang Syne."	After "Auld Lang Syne" is finished, the Outgoing Cdt Comd leaves the dais and moves away to his seat with the spectators.
60	51 SQUADRON, REPLACE - HEADDRESS	Cdt Comd	Sqn replace headdress.	The PO takes position on to the dais.

ANNEX H

ANNEXE H

GENERIC PARADE OPERATION ORDER

ORDRE D'OPÉRATION GÉNÉRIQUE DE PARADE

GENERAL

1. It is tradition for the Squadron to parade in both official languages.

2. This Generic Parade Format is to be modified and adapted to fit the particular circumstances.

1110-1 (Originator)

Date

Distribution List

**OPERATION ORDER XX-YEAR/YEAR
ACTIVITY OR EVENT, TIME AND DATE**

References: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 2003

B. A-PD-201-000/PT-000 The CF Manual of Drill and Ceremonial

C. A-AD-200-000/AG-000, The Honours, Flags and Heritage Structure of the CF

D. A-PD-202-001/FP-000, Band Instructions

E. CATO 55-04 - Air Cadet Dress Instructions

SITUATION

1. Short generics background description to set the scene for the vent or activity.

2. Include Rank and name of Reviewing Officer (RO). Unless otherwise specified, normally the CO will also act as RO.

MISSION

3. 51 Sqn will conduct insert name of event or activity on date, time, and location.

EXECUTION

4. General Outline. Briefly describe how event or activity will be carried out.

5. Taskings:

a. CO. The CO will be the event or activity host and be responsible for: (modify as necessary)

(1) acting as RO (as required),

(2) liaising with Cadet Support Unit (Eastern) (RCSU(E)) and Air Cadet League (ACL) on all necessary activity matters,

- (3) inviting the RO, Ottawa area COs, and other VIPs (as required),
 - (4) personally welcoming the RO and the guests of honour, briefing them on the sequence of events and about VIPs in attendance and telling them the name of the Cdt Comd,
 - (5) knowing which political figures are present and which guests of honour, if any, are unexpectedly absent,
 - (6) informing the RO before the ceremony of the awards he is to present,
 - (7) ensuring any engraved awards, trophies, certificates, and plaques are available for presentation on the day,
 - (8) ensuring that any VIP who is to sign an award certificate is invited to show up early so that signing of the certificate may occur without undue time pressure,
 - (9) providing a suitable memento for the RO (if required),
 - (10) liaising with CASM authorities and request the use of:
 - (a) CASM facilities (including speaker system, podium, dais and chairs) for preparations, parade, and post parade activities,
 - (b) (in the case of the Special Remembrance Ceremony) the use of the RCAF Hall of Tribute for the wreath laying and procession, and
 - (c) any additional items required from the Sup O,
 - (11) liaising with the Chair SC for post activity reception requirements (if required),
 - (12) providing the names of any invited guests to the Admin O,
 - (13) administering the Promise of Allegiance to new cadets,
 - (14) choosing a cadet as **Indicate event** from nominations received,
 - (15) helping the **chosen activity cadet Indicate event** to draft his speech,
 - (16) approving awards presenters, MC script, seating plan, and news releases (if required), and
 - (17) signing appropriate "Thank You" letter to the RO.
- b. DCO/COS. The DCO/COS will be responsible for:
- (1) ensuring compilation of CO's Cup points and selecting winning flight,
 - (2) ensuring nominations for Best Cadets and Best First Year Cadets are received by the Friday before the parade,
 - (3) compiling nominations for Best Cadets and Best First Year Cadets and providing recommendations to the CO for selection of winners,

- (4) ensuring the briefing format to First Year cadets who are to take the Promise of Allegiance is carried out,
 - (5) ensuring **Level X** staff have submitted their nominations for **chosen activity cadet**, before the **Date**,
 - (6) inviting the RO and acting as his host,
 - (7) securing the RO biography/curriculum vitae,
 - (8) drafting an appropriate "Thank You" letter for the RO and submitting it to the CO for review and signature,
 - (9) sending the "Thank You" letter to the RO once signed by the CO, and signature, and
 - (10) any other duties assigned by the CO.
- c. Pde OIC. **██████████** will be Pde OIC and will be responsible for:
- (1) coordinating all aspects of the parade and parade practices as per Annex B,
 - (2) supervising and coordinating all staff members activities throughout the planning, preparation stages, and the parade itself,
 - (3) synchronizing all planned events,
 - (4) liaising and briefing CO, Trg O, RO, Cdt Comd, Cdt DComd, SWO, Flag Pty Comd and parade appointments (as applicable) on parade requirements and ceremony formats (as required),
 - (5) (in the case of the Special Remembrance Ceremony):
 - (a) designate a RCAF Hall of Tribute OIC,
 - (b) brief the designated OIC on wreath laying activities,
 - (6) approving members of the Flag Pty, parade appointment changes, music selection,
 - (7) nominating a Master of Ceremonies (MC) for the parade,
 - (8) nominating a Lead Usher for the parade,
 - (9) liaising and briefing the **chosen activity cadet** **indicate activity** on parade and ceremony formats,
 - (10) briefing squadron personnel on parade and ceremony formats as per schedule at Annex A,
 - (11) submitting an After Action Report to the Trg O/CO by the next training evening (if required), and
 - (12) any other duties assigned by the CO/Trg O.

- d. Admin O. The Admin O will be responsible for:
- (1) preparing and submitting all paperwork related to the activity,
 - (2) securing the names of any invited guests from the CO and Chair SC,
 - (3) liaising with the Lead Usher,
 - (4) providing to the DCO/COS the compiled flight scores for the CO's Cup,
 - (5) preparing and printing appropriate certificates (as required);
 - (6) preparing and printing the activity programme booklet (if required),
 - (7) preparing and printing the seating place cards for Lead Usher (if required), and
 - (8) any other duties assigned by the CO/Pde OIC.
- e. Lead Usher. A person selected by the Pde OIC will be the Lead Usher and will be responsible for:
- (1) developing a seating plan for invited guests (if required),
 - (2) securing Pde OIC approval for the seating plan (if required),
 - (3) ensuring that the ushers have the necessary information to perform their tasks properly, including the names of any guests of honour,
 - (4) directing any cadet ushers, guides and work parties provided by Cdt Comd,
 - (5) ensuring that no spectators sit in a reserved seat or move in front of the CO/RO,
 - (6) setting up, dismantling, and cleaning of parade seating as per guidelines at chapter 3 of reference A,
 - (7) ensuring the sound system is ready and operational,
 - (8) setting up and dismantling tables for awards, etc. (if required),
 - (9) setting up and dismantling review dais as appropriate (if required);
 - (10) ensuring all guests are properly escorted/directed to their seats,
 - (11) securing and emplacing any parade programme booklets on seats, and
 - (12) any other duties assigned by the Pde OIC.
- f. Sup O. The Sup O will be responsible for
- (1) all parade logistics,
 - (2) providing all items requested by, or on behalf of, Pde OIC,

- (3) issuing and recovering after the event, ceremonial accoutrements (white gloves and belts) to Parade Appointments, Flag Pty personnel, and Band Maj,
 - (4) ensuring all requested items and equipment are issued and accounted for,
 - (5) ensuring all requested items and equipment are returned and accounted for,
 - (6) ensuring a first aid kit is available for the parade,
 - (7) (in the case of the Cdt CO and Cdt Comd for a Day activities) secure one pair of RCAF/Air Cadet appropriate slip-on shoulder ranks for the chosen activity cadet,
 - (8) (in the case of the Special Remembrance Ceremony) providing poppies for all personnel on parade,
 - (9) (in the case of the Special Remembrance Ceremony) securing a wreath and stand for the RCAF Hall of Tribute, and
 - (10) any other duties assigned by the Pde OIC.
- g. MC. A person selected by the Pde OIC will act as Master of Ceremony (MC) and will be responsible for:
- (1) preparing, scripting, reviewing, updating, and reading of parade script in bilingual format,
 - (2) securing script approval from the CO,
 - (3) ensuring that the script is read in both official languages,
 - (4) ensuring that everyone mentioned in the script is present on the day,
 - (5) securing the biography of the PO,
 - (6) ensuring the sound system is ready and operating, and
 - (7) any other duties assigned by the Pde OIC.
- h. Photographer. A person selected by the Pde OIC will act as activity photographer and will be responsible for:
- (1) taking appropriate photographs (if required),
 - (2) ensuring the collected photographs are posted to the Squadron website photo page,
 - (3) sending pertinent photographs to the Pde OIC and to the **chosen activity cadet** through the CO, and
 - (4) any other duties assigned by the Pde OIC.

- i. Band O. The Band O will be responsible for:
- (1) preparing and practicing the Band to ensure it can play appropriate music as indicated at Annex B,
 - (2) securing approved music selection from the Pde OIC,
 - (3) (in the case of the Special Remembrance Ceremony) securing one trumpeter/piper, ensuring he has the sheet music to *Last Post* and *Rouse* as indicated at Annex B, and that he has practiced and can play the pieces on the evening,
 - (4) (in the case of a Change of Command (CoC) or Change of Appointment (CoAppt) Ceremony) ensuring that the Band learn to play "Auld Lang Syne" ("Ce n'est qu'un au revoir") for the parade, and
 - (5) any other duties assigned by the Pde OIC.
- j. Certificate OIC. (In the case of a Change of Command (CoC) or Change of Appointment (CoAppt) Ceremony) [REDACTED] will be the Certificate OIC and will be responsible for:
- (1) ensuring pens are available for the CoC/CoAppt ceremony,
 - (2) setting out the appropriate number of tables (with bunting) for the CoC/CoAppt ceremony,
 - (3) ensuring the CoC/CoAppt certificates are available and positioned and removed at the appropriate time,
 - (4) directing any SC personnel provided by the Chair SC,
 - (5) directing any work party cadets provided by the Cdt Comd, and
 - (6) any other duties as assigned by the Pde OIC.
- k. RCAF Hall of Tribute OIC. (in the case of the Special Remembrance Ceremony) A person designated by the Pde OIC will be the RCAF Hall of Tribute OIC and be responsible for:
- (1) liaising with Pde OIC for wreath laying ceremony,
 - (2) briefing and practicing RCAF Hall of Tribute cadet sentinels on their duties,
 - (3) briefing and practicing wreath bearers on their duties, and
 - (4) any other duties as directed by the Pde OIC.
- l. Award Presenters. The personnel identified below will be prepared to make presentations of specific awards as required (the person in brackets will normally be the presenter):
- (1) promotions (CO with Cadet CO for a Day),
 - (2) Best First Year Cadets certificates (CO with Cadet CO for a Day),

- (3) Best Cadet of a Flight certificates (CO with Cadet CO for a Day),
 - (4) Marksmanship badges (Marksmanship program coordinator),
 - (5) Band Level badges (Band O),
 - (6) Duke of Edinburgh certificates (Duke of Ed Group Leader),
 - (7) Biathlon certificates (Biathlon Team Coordinator),
 - (8) Air Cadet Long Service Medals (Chair SC with Cadet Chair SC for a Day),
 - (9) recognition for departing cadets (CO with Cadet CO for a Day)/Chair SC with Cadet Chair SC for a Day), and
 - (10) any other awards, badges, presentations (Various).
- m. **Level X Staff.** All **Level X** staff are to submit their recommendations for deserving Cadets **indicate the activity** to the DCO/COS by **Date**.
- n. **Sqn Staff.** Sqn Staff members not specifically tasked above are to be prepared for any other duties assigned by the Pde OIC including:
- (1) supervising and monitoring cadets from rear of parade square,
 - (2) providing or directing cadets to medical assistance as required,
 - (3) directing and supervising any cadets provided by Cdt Comd to perform specific tasks,
 - (4) ensuring that no spectators sit in a reserved seat or move in front of the CO/RO, and
 - (5) ensuring all guests are escorted to their seats.
- o. **Chair SC.** The Chair SC will be responsible for:
- (1) liaising with the CO for parade specific requirements,
 - (2) providing the names of any invited guests to the Admin O (if applicable),
 - (3) providing appropriate number of SC personnel as requested by the CO,
 - (4) preparing and presenting a speech for presentation to the squadron (if required),
 - (5) presenting Cadet Long Service medals (if required),
 - (6) ensuring a canteen is available and set-up for the training evening break period, and
 - (7) any other duties requested by the CO.

- p. Pde Comd. The Cdt Comd will be Pde Comd and will be responsible for:
- (1) liaising with Pde OIC,
 - (2) ensuring that each flight has submitted their nominations for Flight Awards and Best First Year cadets and delivering them to the DCO/COS with his recommendations by the stated deadline,
 - (3) ensuring squadron is formed up at the parade location at the appropriate time,
 - (4) ensuring that parade appointments, Flag Pty personnel, and Band Maj are wearing ceremonial accoutrements (white gloves and belts),
 - (5) ensuring that “beeping” devices such as watches, pagers, cell phones, personal organizers, etc., are turned off or removed prior to the activity,
 - (6) ensuring that the CO’s Cup Pennant is brought to the parade area and placed in a flag stand at the front of the parade, beside the dais,
 - (7) ensuring all cadets know how to receive awards,
 - (8) providing a five-person Flag Pty whose members will have been approved by the Pde OIC (if required),
 - (9) ensuring that Flag Pty personnel and squadron Markers know their drill,
 - (10) providing the required number of cadets requested by OPIs (as required),
 - (11) ensuring that cadets mentioned in the parade script are present on the day,
 - (12) ensuring First Year cadets who are to take the Promise of Allegiance know the drill as well as the words to the Promise itself,
 - (13) providing recommendations and comments to the CO on cadet nominations for **insert activity** by **Date**,
 - (14) ensuring the Sr NCOs of the squadron provide recommendations and comments to the CO (through the Admin NCO or specific Cdt IC) on cadet nominations for **insert activity** by **Date**,
 - (15) helping the Cdt Comd for a Day to draft his speech,
 - (16) helping and coaching the Cdt Comd for a Day to deliver commands on the parade,
 - (17) supervising Cdt Comd for a Day while on parade and intervening when necessary,

- (18) (in the case of the Special Remembrance Ceremony):
 - (a) provide to RCAF Hall of Tribute OIC:
 - i. five deserving FCpls/Cpls for the RCAF Hall of Tribute duty as sentinels (two of which must be female with one alternate),
 - ii. three uniformed Level 1 cadets to act as wreath bearers (one male and one female, one alternate),
 - (b) provide to MC three deserving cadets to read the Act of Remembrance in English and in French (one male and one female, one alternate),
 - (c) ensuring all cadets are wearing poppies, and in the appropriate location on uniform,
 - (d) ensure Removing and Replacing Headdress drill is taught, and
- (19) carrying out any other duties assigned by the CO or Pde OIC.

6. Coordination Instructions.

a. Briefings.

- (1) Confirmation Briefing. A confirmation briefing will be held in the CASM Bush Theatre on the training night before the parade as per Annex A. Available 51 Sqn staff, Cdt Comd, and Chair SC are to attend. If available and known, the **insert activity cadet rank and name** should also attend.
- (2) Specific Briefs. Specific to task briefings will be called by task OICs when and if required.

b. Practices.

- (1) Parade. The general parade practice will be held on **date and time**. Special emphasis will be placed on accepting awards sitting down and standing up, and removing and replacing headdress drills. The bilingual parade format at Annex B will be followed.
- (2) Flag Pty. The Flag Pty is to practice prior to the parade on available time under the direction of the Flag Pty Comd.
- (3) Band. The Band O will coordinate any band practice requirements.

- c. Parade Formation. The Squadron in-line formation will be used. The Flag Pty will be centred within the parade formation. The Band will form behind the parade formation.

LOGISTIC SUPPORT

7. Dress.

- a. CAF and CIC personnel will wear No 1A order of dress.
- b. CIs will wear appropriate civilian equivalent to No 1A order of dress.

- c. Cadets will wear No C-1 order of dress in accordance with reference E. Cadet decorations and nametags are to be worn.
 - d. 51 Sqn cadet recruits are to wear the blue Air Cadet T-shirt over appropriate civilian attire.
 - e. Female cadets must tie their hair back (bun, braids, etc.) or wear their hair up,
 - f. Parade Appointments, Flag Pty personnel, and Band Maj are to wear ceremonial accoutrements (white gloves and belts);
 - g. Appropriate RCAF/Air Cadet rank slip-ons are to be worn by current and previous Cadets COs/Cdt Comds for a Day.
 - h. Poppies are to be worn by all personnel on parade.
8. Flag Pty. The Pde OIC will authorize personnel for the parade Flag Pty.
9. Music. The squadron Band will provide musical support. The Band O will have made appropriate arrangements.
10. Medical.
- a. Sup O to ensure a first-aid kit is made available for the activity.
 - b. Squadron Staff personnel will provide or direct cadets to medical assistance as required.
 - c. Cadets on special medication must inform their Flt Comd prior to forming up for the parade.
 - d. Flt Comds are to remind their cadets to place one knee on the ground and loosen tie when feeling weak. Cadets will not normally be removed from the ranks unless clearly in distress.
11. Public Address System. The CO will request the use of the CASM PA system.
12. Work Party. Cdt Comd is to provide appropriate number of cadets for work party as requested by the Lead Usher and all other OICs.
13. Spectators. Spectators and guests are to be seated for **XXXX** hrs. As per CASM regulations, spectators and guests may not arrive earlier to watch parade preparations.
14. Seating Plan. Seating will only be reserved for personnel identified in the guest list provided by Chair SC and CO. Lead Usher is to secure lists.
15. Award Certificates. The Admin O is to prepare the appropriate certificates for all award recipients.
16. Reception. There will no post activity reception.
17. Canteen. Normal break time canteen will be in operation.
18. Timings. All personnel involved in the activity are to synchronize their watches to the NRC time signal, telephone 613-745-1576. Activity timings are at Annex A.

19. Special requirements. Any special requirements are to be coordinated through the Pde OIC or the Sup O.

COMMAND AND COMMUNICATIONS

20. Command. The activity Chain of Command is outlined below. The staff appointments for this activity are identified in the Tasking paragraph of this order.

- | | | |
|----|------------|-------------------|
| a. | CO | Activity host/RO. |
| b. | [REDACTED] | Pde OIC. |
| c. | Cdt Comd | Pde Comd. |

21. Communication.

- a. The CASM PA system will be requested.
- b. NRC time signal - 613-745-1576.

22. Acknowledgement. All Action addresses below are to acknowledge receiving this Op O to the Pde OIC as soon as possible.

First Name and Name
Rank
Function

Annexes:

Annex A	Parade - Timings
Annex B	Parade - Format
Annex C	Parade - Logistic Requirements

Distribution List

Action

Sqn Staff (X)
Cdt Comd
Cdt DComd
SWO
Flt Comds (X)
Chair SC

Information

CASM Representative
51 Sqn Director
[REDACTED]

Annex A
 1110-1 (Originator)
 Date

PARADE - TIMINGS

DATE	TIME	ACTIVITY
Date	Prior to 1830 hrs	Nominations for activity Cadet received by CO
	1840 – 1915 hrs	Interviews with candidates for Cadet CO for a Day, if not already decided
	2120 – 2135 hrs	Confirmatory briefing Staff, activity Cadet , and designated personnel are to attend.
Date	1800 hrs	Arrival of staff and Sr NCOs
	1815 – 1830 hrs	Arrival of cadets Reserved time for Cadet Staff including inspection of Sr NCOs. Instructors Lesson Plan review meeting with Training Staff and Lvl Os
	1830 – 1840 hrs	Form up. Flight attendance, inspection, regrouping and sizing
	1840 – 1855 hrs	Squadron Announcements
	1900 – 1930 hrs	Instruction – 1 st Period
	1935 – 2005 hrs	Instruction – 2 nd Period
	2005 – 2025 hrs	Break
	2020 hrs	Spectators and guests are seated
	2025 hrs	Squadron forms up (including Flag Pty)
	2030 hrs	Reviewing Party arrives, General salute
	2030 – 2115 hrs	CO's Parade
	2115 – 2125 hrs	Squadron Announcements updates Clean Up
	2130 hrs	Cadets depart

Annex B
1110-1 (Originator)
Date

PARADE – FORMAT

Insert appropriate parade format here.

Annex C
 1110-1 (Originator)
 Date

PARADE – LOGISTIC REQUIREMENTS

#	ITEM	QUANTITY	REMARKS
1	tables for trophies and plaques with bunting		
	VIP chairs	5	Cadet Duty Personnel
2	Chairs		
3	Review dais		
4	Audio system		
5	Speakers' Podium		
6	Plaques and awards		CO, Awards O
7	Memento for Reviewing Officer		CO, Sponsoring Committee
8	White gloves		Parade Appointments, Flag Pty and Drum Major
9	White belts		Parade Appointments, Flag Pty and Drum Major
10	First Aid Kit		
11	Canada Flag and staff		Flag Pty
12	51 Squadron banner and staff		Flag Pty
13	Flag stands		Sup O for Flag Pty
14	Flag Party Flag carriers (sashes)		Flag Pty
15	Parade Markers	6	Cadet Duty Personnel
16	First-Aid Kit		
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ANNEX I**ANNEXE I****GENERIC PARADE FORMAT****FORMAT DE PARADE GÉNÉRIQUE****GENERAL**

1. It is tradition for the Squadron to parade in both official languages.
2. This Generic Parade Format is to be modified and adapted to fit the particular circumstances.

GÉNÉRALITÉS

1. Il est traditionnel pour l'escadron d'exécuter les parades dans les deux langues officielles.
2. Ce format générique d'une parade doit être modifié pour s'adapter aux circonstances particulières.

FORMING UP THE SQUADRON

LE RASSEMBLEMENT DE L'ESCADRON

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
1			The Squadron Warrant Officer (SWO) marches to and halts in a position three paces in front of the position to be occupied by the Number 1 Flight Marker. <i>L'adjudant de l'escadron (adjE) se rend et fait halte à une distance de trois pas de la position qu'occupera le guide de la section 1.</i>	The flights are formed up in the designated area and adopt the "Stand At Ease" position. <i>Les sections sont formées à l'endroit désigné à la position du « En-place repos. »</i>
2	MARKERS GUIDES	SWO AdjE	Flight markers march on. <i>Les guides des sections s'avancent</i>	Flight Markers come to "Attention", observe the standard pause, and march on to parade ground. The leading flight marker halts three paces in front of and facing the SWO. The remainder halt and dress on the left of the leading flight marker, pause, turn left, pause again, and shoulder dress from the marker to the right. Upon completion of dressing, they look to the front in succession from the right. <i>Les guides des sections se mettent au « garde-à-vous », observent une pause réglementaire et se rendent sur le terrain de rassemblement. Le guide de la section de tête s'arrête devant l'adjE, face à lui et à une distance de trois pas. Les autres s'arrêtent à la gauche du guide de la section de tête, pausent, tournent à gauche, pausent de nouveau et s'alignent sur lui épaule à épaule. Une fois alignés, ils se tournent successivement vers l'avant en commençant par la droite.</i>
3	MARKERS - NUMBER GUIDES, NUMÉRO - TEZ	SWO AdjE	The markers number in succession from right to left. <i>Les guides se numérotent successivement de droite à gauche.</i>	Response can be in either official language. <i>La réponse pourra se faire dans l'une ou l'autre des langues officielles.</i>
4	NUMBER 1 FLIGHT RIGHT, REMAINDER LEFT - TURN	SWO	Number 1 Flight marker turns right, the remainder turn left.	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	SECTION 1 À DROITE, LES AUTRES À GAUCHE, TOUR – NEZ	AdjE	Le guide de la section 1 tourne à droite, les autres tournent à gauche.	
5	NUMBER 1 FLIGHT STAND FAST, REMAINDER QUICK - MARCH SECTION 1 IMMOBILE, LES AUTRES, PAS CADENCÉ, - MARCHÉ	SWO AdjE	Number 1 Flight marker stands fast, the remainder quick march the required distance and halt. Le guide de la section 1 reste immobile tandis que les autres s'avancent à la distance voulue au pas cadencé puis s'arrêtent.	Normally the SWO specifies the number of paces each marker must take after completion of the left turn. Marks on the parade square will indicate positions of the markers. Normalement l'AdjE indique le nombre de pas à effectuer après avoir tourné à gauche. Des marques sur le terrain du rassemblement indiqueront les positions des guides.
6	NUMBER 1 FLIGHT STAND FAST, REMAINDER ABOUT - TURN SECTION 1 IMMOBILE, LES AUTRES, DEMI- TOUR, TOUR – NEZ	SWO AdjE	Number 1 Flight marker stands fast, the remainder about turn and cover off the Number 1 Flight marker. Le guide de la section 1 reste immobile tandis que les autres font demi-tour et couvrent le guide de la section 1.	SWO by wheeling, marches out to a position six paces in front of the Flight 1 marker, halts, turns about and ensures markers are in line and covered off. L'AdjE par des conversions, s'avance et prend place six pas en avant du guide de la section 1, s'arrête, fait demi-tour et s'assure que les guides sont alignés et bien couverts.
7	MARKERS - STEADY GUIDES, - IMMOBILE	SWO AdjE	The markers stand fast. Les guides restent immobiles.	
8	MARKERS, LEFT - TURN GUIDES, À GAUCHE, TOUR – NEZ	SWO AdjE	The markers turn left. Les guides tournent à gauche.	The SWO, then by wheeling, marches to a position six paces in front and centre of where the squadron will be formed. L'AdjE se déplace par une série de conversions et se place en avant et au centre du lieu de rassemblement de l'esc, à une distance de six pas.
9	51 SQUADRON, FALL - IN	SWO	The flights seconds-in-command (Flt 2IC) come to attention, about turn, facing their respective flights together.	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	ESCADRON 51, RASSEMBLEMENT – MARCHE	AdjE	<i>Les commandants adjoints de section (cmdtA son) se mettent au « garde-à-vous » et font demi-tour de façon à faire face à leur section.</i>	
10	NUMBER 1 FLIGHT, ATTEN – TION SECTION 1, GARDE-À - VOUS	No 1 Flt 2IC CmtdA son 1	Number 1 Flight comes to "Attention." <i>La section 1 adopte le « garde-à-vous. »</i>	Number 2, 3, and 4 Flight 2ICs order their flights to attention in succession following Number 1 Flight. <i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1.</i>
11	NUMBER 1 FLIGHT WILL MOVE TO THE RIGHT IN COLUMN OF THREES, RIGHT – TURN SECTION 1, VERS LA DROITE, EN COLONNE PAR TROIS, À DROITE TOUR - NEZ	No 1 Flt 2IC CmtdA son 1	Number 1 Flight turns right. <i>La section 1 tourne à droite.</i>	Number 2, 3, and 4 Flight 2ICs order their flights to turn right in succession following Number 1 Flight. <i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1.</i>
12	NUMBER 1 FLIGHT, QUICK - MARCH SECTION 1, PAS CADENCÉ, MARCHE	No 1 Flt 2IC CmtdA son 1	Number 1 Flight steps off. Band starts playing appropriate music. <i>La section 1 se met en marche.</i> <i>La Musique se met à jouer les pièces de circonstance.</i>	Number 2, 3, and 4 Flight 2ICs order their flights to quick march in succession following Number 1 Flight. Appropriate commands will be given to execute appropriate wheels that will bring flights in line with their markers. <i>Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1. Les commandements appropriés seront donnés pour amener les sections en ligne avec leurs guides.</i>
13	NUMBER 1 FLIGHT, MARK - TIME	No 1 Flt 2IC	Number 1 Flight marks time and adjusts on its marker. The Parade Appointments begin to promenade if required.	Number 2, 3, and 4 Flight 2ICs order their flights to mark time on their marker when in position following Number 1 Flight.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	SECTION 1, MARQUEZ LE - PAS	CmtdA son 1	La section 1 marque le pas et s'aligne sur son guide. Les nominations de parade commencent la promenade si requis.	Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1 lorsqu'ils sont en position.
14	NUMBER 1 FLIGHT, - HALT SECTION 1 - HALTE	No 1 Flt 2IC CmtdA son 1	Number 1 Flight halts on its marker. La section 1 s'arrête sur son guide.	Number 2, 3, and 4 Flight 2ICs order their flights to halt on their marker in succession following Number 1 Flight. Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1 lorsqu'ils sont en position.
15	NUMBER 1 FLIGHT, ADVANCE, LEFT – TURN SECTION 1, VERS L'AVANT, À GAUCHE TOUR - NEZ	No 1 Flt 2IC CmtdA son 1	Number 1 Flight turns left. La section 1 tourne à gauche.	Number 2, 3, and 4 Flight 2ICs order their flights to turn left in succession following Number 1 Flight. As Number 4 Flight 2IC gives the command "LEFT – TURN", all flight 2ICs will turn about to face the front together. Les cmdtA des sections 2, 3 et 4 donnent ce commandement l'un après l'autre en succession après la section 1. Lorsque le cmdt son 1 donne son commandement, tous les cmdtA son font demi-tour en même temps de façon à s'orienter vers l'avant.
16	51 SQUADRON, OPEN ORDER – MARCH ESCADRON 51, OUVREZ LES RANGS - MARCHE	SWO AdjE	Sqn opens ranks. L'esc ouvre les rangs.	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
17	51 SQUADRON, RIGHT – DRESS <i>ESCADRON 51, PAR LA DROITE, ALI - GNEZ</i>	SWO <i>AdjE</i>	Sqn dresses to the right. (Depending on number of personnel present on the day, dressing may be ordered by elbow or shoulder.) <i>L'esc s'aligne par la droite. (Selon le nombre de personnes présentes au rassemblement, l'alignement pourra s'effectuer par le coude ou l'épaule.)</i>	Flight 2ICs turn about and dress on their flights (Flight 2ICs dress off of Flight 2 2IC, who adopts a position centred and facing his flight. Flight 2ICs face their flights when dressed). Flight 1 2IC turns right and marches to a position five paces to the right of the squadron, about turns and dresses each rank in succession in the normal fashion. When Flight 1 2IC orders "REAR RANK – STEADY/RANG ARRIÈRE - IMMOBILE", the SWO orders "EYES FRONT/FIXE." <i>Les cmdtA son font demi-tour et s'alignent sur les sections (Les cmdtA son s'alignent sur le cmdtA son 2 qui adoptera une position centrée et face à sa section. Les cmdtA son feront face à leur section lorsqu'ils se seront alignés).</i> <i>Le cmdtA son 1 tourne à droite et s'avance jusqu'à une position cinq pas à droite de l'esc, fait demi-tour et aligne chaque rang successivement de la façon normale. Lorsque le cmdtA son 1 donne le commandement « REAR RANK – STEADY/RANG ARRIÈRE - IMMOBILE » l'adjE donne le commandement « EYES FRONT/FIXE. »</i>
18	51 SQUADRON, EYES – FRONT <i>ESCADRON 51 - FIXE</i>	SWO <i>AdjE</i>	The squadron returns to "Attention." <i>L'esc retourne au « garde-à-vous. »</i>	Flight 2ICs turn about and Flight 1 2IC returns to his original position. <i>Les cmdtA son font demi-tour et le cmdtA son 1 retourne à sa position initiale.</i>
19	REPORT YOUR – FLIGHTS	SWO	Flight 2ICs report their flights.	The Flight 2ICs will state "Number ___ Flight, ___ cadets on parade, Sir/Ma'am". Meanwhile, the Cdt DComd will have moved to a position two paces in rear of the SWO, while the Parade Appointments position themselves in line five paces in rear of the Cdt DComd, facing their respective flights, ready to fall in. Dressing is automatic and personnel Stand At Ease in succession from the right.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	SECTIONS, FAITES RAP - PORT	<i>AdjE</i>	Les cmdtA son rendent compte de l'effectif de leur section.	<i>Les cmdtA son utiliseront les termes suivants: « Section ____, ____, cadets présents, monsieur/ madame ». Pendant ce temps, le cdt cmdtA aura pris place deux pas derrière l'adjE, tandis que les nominations de parade auront pris position en ligne, cinq pas derrière le cdt cmdtA, face à leurs sections respectives, prêts à joindre les rangs. L'alignement est automatique et le personnel se place « en place repos » successivement de la droite.</i>
20			SWO turns about to face Cdt DComd and reports the squadron. Cdt DComd orders SWO to fall in. Cdt DComd takes two paces forward and waits for the SWO to adopt his position before giving any further orders <i>L'adjE fait demi-tour et rend compte de l'effectif de l'esc au cdt cmdtA. Le cdt cmdtA lui donne l'ordre de rejoindre les rangs. L'adjE tourne à droite et se rend à sa place. Le cdt cmdtA s'avance de deux pas et attend que l'adjE ait regagné son poste avant de donner d'autres commandements.</i>	
21		Cdt DComd <i>Cdt cmdtA</i>	When ready, Cdt DComd turns about to face the Parade Appointments. <i>Lorsqu'il est prêt, le cdt cmdtA fait demi-tour pour faire face aux nominations de parade.</i>	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
22	51 SQUADRON CADET STAFF AND FLIGHT COMMANDERS, FALL – IN <i>ÉTAT-MAJOR CADET ET COMMANDANTS DE SECTION, À VOS – POSTES</i>	Cdt DComd <i>Cdt cmdtA</i>	Parade Appointments fall in. <i>Les nominations de parade joignent les rangs.</i>	The Sqn cadet staff and the Flt Comds come to "Attention", turn left, pause, and then march off, Band Ldr leading, and by a series of wheels, halt two paces from the flight 2ICs approaching from the right flank of the squadron. Flight 2ICs report their flights and, after being ordered to fall in, turn right and march to their designated positions. Once a Flt 2IC has adopted his new position, the Flt Comd will take two paces forward. <i>Les nominations de parade adoptent le « garde-à-vous », tournent à gauche, observent une pause réglementaire et, Chef de la Musique en tête, par une série de conversions, s'avancent vers leurs positions en s'approchant par le flanc droit de la formation faisant halte à deux pas de leurs cmdtA son respectifs). Les cmdtA son rendent compte de l'effectif de leur section, puis au commandement « à votre poste », se rendent à leur nouveau poste. Une fois qu'un cmdtA son a rejoint son nouveau poste, le cmdt son avance de deux pas.</i>
23	NUMBER 1 FLIGHT, STAND AT – EASE <i>SECTION 1, EN PLACE RE - POS</i>	No 1 Flt Comd <i>Cmdt son 1</i>	Number 1 Flight stands "At Ease." <i>La section 1 se place « en place repos. »</i>	Flights execute in succession. Upon the last Flt Comd giving the command (normally the Band Ldr), all Flt Comds turn about and "Stand At Ease" together. Cdt Comd positions himself two paces behind the Cdt DComd. <i>Les sections s'exécutent en succession. Dès que le cmdt son de la dernière section (normalement le Chef de la Musique) a donné son commandement, tous les cmdt son font demi-tour et adoptent simultanément la position « en place repos ».</i> <i>Le cdt cmdt s'avance et va se placer deux pas derrière le cdt cmdtA.</i>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
24	51 SQUADRON, ATTEN - TION <i>ESCADRON 51, GARDE À - VOUS</i>	Cdt DComd <i>Cdt cmdtA</i>	Sqn comes to "Attention." <i>L'esc vient au « garde-à-vous. »</i>	As the Cdt Comd approaches, the Cdt DComd calls the squadron to "Attention" and turns about. Cdt DComd reports the squadron. Cdt Comd orders Cdt DComd to fall in. Cdt DComd turns left and marches off to his position to the left, in line with the last flight. Cdt Comd takes two paces forward and waits for the Cdt DComd to adopt his position before giving any further orders. <i>À l'approche du cdt cmdt, le cdt cmdtA ordonne à l'esc de se mettre au « garde-à-vous » et fait ensuite demi-tour. Le cdt cmdtA rend compte de l'effectif de l'esc au cdt cmdt; le cdt cmdt ordonne au cdt cmdtA de rejoindre les rangs. Le cdt cmdtA tourne à gauche et se rend à son poste en ligne avec la dernière section. Le cdt cmdt s'avance de deux pas et attend que le cdt cmdtA ait rejoint son poste avant de donner d'autres commandements.</i>
25	51 SQUADRON, STAND AT - EASE <i>ESCADRON 51, EN PLACE RE - POS</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn stands "At Ease." <i>L'esc se place « en place repos. »</i>	Cdt Comd is facing Sqn. <i>Le cdt cmdt fait face à l'esc.</i>

MARCHING ON THE FLAG**LE DRAPEAU S'AVANCE**

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
26	51 SQUADRON, ATTEN - TION <i>ESCADRON 51, GARDE À - VOUS</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn comes to "Attention." <i>L'esc vient au « garde-à-vous. »</i>	Flag Pty on the right flank of the parade comes to "Attention." <i>La gde Drapeau, sur le flanc droit de la parade, vient au « garde-à-vous. »</i>
27	FLAG PARTY, CARRY - FLAG <i>GARDE DU DRAPEAU, AU - PORT</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty carries Flag and Banner. <i>La gde Drapeau vient « au port. »</i>	(Flag drill at chap 8) <i>(Exercice avec le Drapeau, chap 8)</i>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
28	MARCH ON THE FLAG <i>FAITES AVANCEZ LE DRAPEAU</i>	Cdt Comd <i>Cdt cmdt</i>		
29	FLAG PARTY <i>GARDE DU DRAPEAU</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Cautionary command. <i>Commandement d'avertissement.</i>	
30	51 SQUADRON, TO THE FLAG, - SALUTE <i>ESCADRON 51, AU DRAPEAU, SALU - EZ</i>	Cdt Comd <i>Cdt cmdt</i>	Parade Appointments salute. <i>Les nominations de parade saluent.</i>	
31	FLAG PARTY, BY THE CENTRE, QUICK – MARCH <i>GARDE DU DRAPEAU, PAR LE CENTRE, PAS CADENCÉ - MARCHÉ</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty steps off <u>without letting fly the flag</u> . Band plays the first four and last four bars of "O Canada." <i>La gde Drapeau se met en marche <u>sans</u> laisser flotter le Drapeau.</i> <i>La Musique joue les quatre premières et les quatre dernières mesures du « Ö Canada. »</i>	
32	FLAG PARTY, CHANGE DIRECTION LEFT, LEFT – FORM <i>GARDE DU DRAPEAU, CHANGEZ DE DIRECTION À GAUCHE, À GAUCHE FOR - MEZ</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty forms to the left. <i>La gde Drapeau se forme vers la gauche.</i>	Flag Pty, by a series of forms, takes up position in the centre of the squadron. <i>La gde Drapeau prend place au centre de l'esc par une série de conversions.</i>
33	FOR - WARD <i>VERS L'A - VANT</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty moves forward towards rear of parade. <i>La gde Drapeau s'avance vers l'arrière de la formation.</i>	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
34	COUNTER – MARCH <i>CONTRE – MARCHE</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty counter-marches to face review dais. <i>La gde Drapeau effectue une contremarche de façon à faire face à l'estrade d'honneur.</i>	
35	FOR – WARD <i>VERS L'A - VANT</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty moves forward towards review dais. <i>La gde Drapeau s'avance vers l'estrade d'honneur.</i>	
36	MARK –TIME <i>MARQUEZ LE - PAS</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty marks time. <i>La gde Drapeau marque le pas.</i>	<i>Les escortes s'assureront que les porteurs du Drapeau et de la bannière sont alignés sur les marques au sol.</i>
37	FLAG PARTY, - HALT <i>GARDE DU DRAPEAU - HALTE</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty halts. <i>La gde Drapeau s'arrête.</i>	The command will be discreet. <i>Le commandement sera discret.</i>
38	FLAG PARTY, TO YOUR FLAG, - SALUTE <i>GARDE DU DRAPEAU, AU DRAPEAU, SALU – EZ</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty Commander and escorts salute. <i>Le commandant de la gde Drapeau et les escortes saluent.</i>	Flag and Banner bearers let fly the flags. <i>Les porteurs du Drapeau et de la bannière laissent flotter.</i>
39	51 SQUADRON, ATTENTION <i>ESCADRON 51, GARDE À – VOUS</i>	Cdt Comd <i>Cdt cmdt</i>	Parade Appointments and Flag Pty return to position of "Attention." <i>Les nominations de parade et la gde Drapeau reviennent au « garde-à-vous. »</i>	Flag and Banner bearers recover the them. <i>Les porteurs du Drapeau et de la bannière les recouvrent.</i>
40	FLAG PARTY, ORDER – FLAG	Cdt Comd	Flag Pty orders flag.	Until it is ordered off at the conclusion of the parade, the Flag Pty shall act normally on the parade commander's command.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	GARDE DU DRAPEAU, AU - PIED	Cdt cmdt	La gde Drapeau vient « au pied. »	Tant qu'elle n'a pas reçu l'ordre de quitter les rangs, à la fin du rassemblement, la gde Drapeau agit normalement sous le commandement du cmdt du rassemblement.
41	51 SQUADRON, STAND AT - EASE ESCADRON 51, EN PLACE RE - POS	Cdt Comd Cdt cmdt	Sqn stands "At Ease L'esc se place « en place repos. »	Cdt Comd about turns to face the dais. Sqn may be stood "Easy" to await the arrival of the Reviewing Officer (RO). Le cdt cmdt fait demi-tour et fait face à l'estrade d'honneur. L'esc peut être placée au « repos » pour attendre l'arrivée de l'invité d'honneur.
42	51 SQUADRON, STAND – EASY ESCADRON 51, RE - POS	Cdt Comd Cdt cmdt	Sqn adopts the "Stand Easy" position. L'esc se place au « repos. »	Optional command. Given if the honoured guest has not arrived. Commandement optionnel donné si l'invité d'honneur n'est pas arrivé.

ARRIVAL OF DIGNITARIES

L'ARRIVÉE DES DIGNITAIRES

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
43	51 SQUADRON <i>ESCADRON 51</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn adopts the Stand At-Ease position. <i>L'esc se place « en place repos. »</i>	Optional command given if Sqn has been “stood easy.” Cdt Comd must come to “Attention”, turn about and face the squadron before giving order. <i>Commandement optionnel donné si l'esc a été placé au « repos ».</i> <i>Le cdt cmdt doit venir au « garde-à-vous », faire demi-tour et faire face à l'esc avant de donner l'ordre.</i>
44	51 SQUADRON, ATTENTION <i>ESCADRON 51, GARDE À – VOUS</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn adopts the “Attention” position. <i>L'esc vient au « garde-à-vous. »</i>	
45	FLAG PARTY, CARRY – FLAG <i>GARDE DU DRAPEAU, AU - PORT</i>	Cdt Comd <i>Cdt cmdt</i>	Flag Pty carries flag. <i>La gde Drapeau vient « au port. »</i>	Cdt Comd then turns about to face the dais. <i>Le cdt cmdt fait ensuite demi-tour pour faire face à l'estrade d'honneur.</i>
46	51 SQUADRON, GENERAL SALUTE - SALUTE <i>ESCADRON 51, SALUT GÉNÉRAL, SALU – EZ</i>	Cdt Comd <i>Cdt cmdt</i>	Parade Appointments and Flag Pty salute. <i>Les nominations de parade et la gde Drapeau saluent.</i>	Command given once Chair of the Sponsoring Committee (Chair SC) is in position on the dais. Flag and Banner bearers let fly. Band plays “General Salute.” <i>Commandement donné lorsque le Président du Comité répondant (Prés CR) est en position sur l'estrade d'honneur.</i> <i>Les porteurs du Drapeau et de la bannière laissent flotter.</i> <i>La Musique joue le « Salut général. »</i>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
47	51 SQUADRON, GENERAL SALUTE - SALUTE <i>ESCADRON 51, SALUT GÉNÉRAL, SALU – EZ</i>	Cdt Comd <i>Cdt cmdt</i>	Parade Appointments and Flag Pty salute. <i>Les nominations de parade et la gde Drapeau saluent.</i>	Command given once RO is in position on the dais. Flag and Banner bearers let fly. Band plays "General Salute." <i>Commandement donné lorsque l'invité d'honneur est en position sur l'estrade d'honneur.</i> <i>Les porteurs du Drapeau et de la bannière laissent flotter.</i> <i>La Musique joue le « Salut général. »</i>
48			Parade Appointments and Flag Pty cut their arms to the side after a standard pause after the last note of music. <i>Les nominations de parade et la gde Drapeau viennent au « garde-à- vous » ayant observés une pause réglementaire après la dernière note de musique.</i>	Flag and Banner bearers recover them. <i>Les porteurs du Drapeau et de la bannière les recouvrent.</i>

THE REVIEW

LA REVUE

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
49	<p>" GOOD EVENING, (insert rank and name of RO). I AM CADET (Insert rank and name), THE CADET SQUADRON COMMANDER. THE SQUADRON IS READY FOR YOUR REVIEW RANK/MA'AM/SIR."</p> <p>BONSOIR (insérez le grade et le nom de l'invité d'honneur). JE SUIS (insérez le grade et le nom), LE CADET COMMANDANT DE L'ESCADRON. L'ESCADRON EST PRÊT À ÊTRE PASSÉ EN REVUE GRADE/MADAME/ MONSIEUR. »</p>	<p>Cdt Comd</p> <p>Cdt cmdt</p>	<p>On completion of his commands, the Cdt Comd will march forward to the dais, halt three paces from the RO, salute, and address the RO in the following manner:</p> <p>Ayant terminé ses commandements, le cdt cmdt s'avance jusqu'à l'estrade d'honneur, s'arrêtera à trois pas de l'invité d'honneur, saluera et lui adressera la parole de la manière suivante:</p>	<p>The parade is reviewed as a squadron not by flights. The Reviewing Party consists of the RO, the Cdt Comd on his right, the Chair SC behind the RO, with CO 51 Sqn to his right. All should stay in step with the RO. The Reviewing Party will pay proper compliments whenever passing in front of or behind the Flag.</p> <p>Flag Pty remain at the carry throughout the review.</p> <p>The band plays appropriate music.</p> <p>La parade est passée en revue comme un esc et non par sections. Le groupe de revue se compose de l'invité d'honneur, du cdt cmdt à sa droite, du Prés CR derrière l'invité d'honneur avec le cmdt esc 51 à sa droite. Tous devraient garder le pas de l'invité d'honneur. Le groupe de revue saluera à chaque fois qu'il passera devant ou derrière le Drapeau.</p> <p>La gde Drapeau demeure « au port » pendant la revue.</p> <p>La Musique joue des pièces de circonstance.</p>
50				<p>On completion of reviewing the rear rank, the Cdt Comd will accompany the RO to review the Band.</p> <p>Une fois le rang arrière passé en revue, le cdt cmdt accompagnera l'invité d'honneur à passer en revue la Musique.</p>
51				<p>The Band will then be reviewed (front rank only). Upon completion, the Reviewing Party will return directly to the dais.</p>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
				<i>La Musique sera passée en revue (rang avant uniquement). Une fois terminée, le groupe de revue retournera directement à l'estrade d'honneur.</i>
52	<p>"PERMISSION TO CARRY ON WITH THE MARCH PAST RANK/MA'AM/SIR?"</p> <p>« PUIS-JE AVOIR LA PERMISSION DE DÉFILER GRADE/MADAME/MONSIEUR? »</p>	<p>Cdt Comd</p> <p>Cdt cmdt</p>	<p>Once RO is back on the dais, Cdt Comd requests permission to march past in review.</p> <p><i>Une fois l'invité d'honneur en position sur l'estrade d'honneur, le cdt cmdt demandera l'autorisation de défiler en ordre de revue.</i></p>	<p>When permission is received, the Cdt Comd will salute, about turn and return to his position in front of, and facing, the squadron.</p> <p><i>Ayant reçu l'autorisation, le cdt cmdt saluera, fera demi-tour et reprendra sa place devant et face à l'esc.</i></p>

MARCH PAST

LE DÉFILÉ

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
53	<p>51 SQUADRON, CLOSE ORDER – MARCH</p> <p><i>ESCADRON 51, FERMEZ LES RANGS - MARCHE</i></p>	<p>Cdt Comd</p> <p>Cdt cmdt</p>	<p>Sqn closes ranks.</p> <p><i>L'esc ferme les rangs.</i></p>	<p>After the command, the Cdt Comd turns about to face the dais.</p> <p><i>Après le commandement, le cdt cmdt fera demi-tour afin de faire face à l'estrade d'honneur.</i></p>
54	<p>51 SQUADRON WILL MARCH PAST IN QUICK TIME. MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN</p> <p><i>L'ESCADRON 51 DÉFILERA AU PAS CADENCÉ. VERS LA DROITE, EN COLONNE DE ROUTE, À DROITE TOUR - NEZ</i></p>	<p>Cdt Comd</p> <p>Cdt cmdt</p>	<p>Sqn turns right.</p> <p>Band may have to move to get in position. If such is the case, Cdt Comd to wait for Band to get in position before giving next command.</p> <p><i>L'esc tourne à droite.</i></p> <p><i>Si la Musique doit prendre place, le cdt cmdt attendra qu'elle soit en position avant de donner son prochain mot de commandement.</i></p>	<p>Parade Appointments adopt formation using 15 paces. Flag Pty assumes column of route position under direction of Flag Pty Comd.</p> <p><i>Les nominations de parade adoptent la formation en 15 pas. La gde Drapeau adopte la position en colonne de route sous le commandement de son commandant.</i></p>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
55	51 SQUADRON, BY THE LEFT, QUICK - MARCH <i>ESCADRON 51, PAR LA GAUCHE, PAS CADENCÉ, - MARCHÉ</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn steps off. <i>L'esc se met en marche.</i>	
56	BY THE RIGHT <i>PAR LA DROITE</i>	Cdt Comd <i>Cdt cmdt</i>	The SWO shall move to the right flank and lead the rear rank of the flights along the march past line. <i>L'adjE prend position sur le flanc droit de façon à amener le rang arrière des sections sur la ligne de défilé.</i>	Command is given after the Cdt Comd has completed his wheel onto the march past line. If there is a blank file in a flight, the cadet in the rank in front will fill it by moving to the right (this includes any supernumerary personnel). <i>Le commandement est donné lorsque le cdt cmdt a terminé sa conversion vers la ligne de défilé.</i> <i>Si une section contient une file creuse, le cadet du rang avant remplira la position en se déplaçant vers la droite (y compris le personnel surnuméraire).</i>
57	51 SQUADRON, IN SUCCESSION OF FLIGHTS, EYES - RIGHT <i>ESCADRON 51, EN SUCCESSION PAR SECTIONS, TÊTE À - DROITE</i>	Cdt Comd <i>Cdt cmdt</i>		

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
62	51 SQUADRON, MARK – TIME SQUADRON - COVER <i>ESCADRON 51, MARQUEZ LE - PAS</i> <i>ESCADRON - COUVREZ</i>	Cdt Comd <i>Cdt cmdt</i>	51 Sqn marks time, the remainder continue forward until they arrive at their positions and then mark time. <i>L'esc 51 marque le pas, les autres troupes continuent d'avancer jusqu'à leurs positions, puis marquent le pas.</i>	Cdt Comd will have returned to his command position facing the squadron before giving order. Flight Markers and Flag Pty members to dress off on appropriate markings. <i>Le cdt cmdt s'assurera d'avoir repris sa position de commandement face à l'esc avant de donner l'ordre.</i> <i>Les guides des sections et les membres de la gde Drapeau s'alignent sur les marques appropriées.</i>
63	51 SQUADRON, HALT <i>ESCADRON 51 - HALTE</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn halts. <i>L'esc s'arrête.</i>	
64	51 SQUADRON, ADVANCE, LEFT - TURN <i>ESCADRON 51, VERS L'AVANT, À GAUCHE, TOUR - NEZ</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn turns left. <i>L'esc tourne à gauche.</i>	Parade Appointments adopt in-line positions using 15 paces. Flag Pty assumes in-line position under direction of Flag Pty Comd. <i>Les nominations de parade adoptent la formation en 15 pas.</i> <i>La gde Drapeau adopte la position en ligne sous le commandement de son commandant.</i>
65	51 SQUADRON, OPEN ORDER – MARCH <i>ESCADRON 51, OUVREZ LES RANGS - MARCHE</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn opens ranks. <i>L'esc ouvre les rangs.</i>	
66	FLAG PARTY, ORDER – FLAG <i>GARDE DU DRAPEAU, AU- PIED</i>	Cdt Comd <i>Cdt cmdt</i>	Flag Pty orders flag. <i>gde Drapeau vient « au pied. »</i>	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
67	51 SQUADRON, INWARD – DRESS <i>ESCADRON 51, PAR LE CENTRE, ALI - GNEZ</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn dresses by the centre on the Flag Pty. <i>L'esc s'aligne par le centre sur la gde Drapeau.</i>	Depending on number of personnel present on the day, dressing may be ordered by elbow or shoulder. Parade Appointments turn about and dress inwards. <i>Dépendamment du nombre de personnes présentes lors du rassemblement, on pourra effectuer l'alignement par le coude ou l'épaule. Les nominations de parade font demi-tour et s'alignent vers l'intérieur.</i>
68	51 SQUADRON, EYES – FRONT <i>ESCADRON 51 - FIXE</i>	SWO <i>AdjE</i>	The squadron returns to "Attention." <i>L'esc retourne au « garde-à-vous. »</i>	Parade Appointments turn about while squadron turns heads and eyes to the front. <i>Les nominations de parade font demi-tour alors que l'esc ramène la tête vers l'avant.</i>
69	“PERMISSION TO CARRY ON WITH THE AWARDS PRESENTATIONS RANK/MA'AM/SIR?” <i>« PUIS-JE AVOIR LA PERMISSION DE CONTINUER AVEC LES REMISES DES RÉCOMPENSES GRADE/MADAME/ MONSIEUR? »</i>	Cdt Comd <i>Cdt cmdt</i>	The Cdt Comd advances in front of the RO, salutes and asks if he can proceed with the awards presentation. <i>Le cdt cmdt s'avancera devant l'invité d'honneur, saluera et lui demandera l'autorisation de continuer avec la cérémonie.</i>	When permission is received, the Cdt Comd will salute, about turn and return to his position in front of, and facing, the squadron. <i>Ayant reçu l'autorisation, le cdt cmdt saluera, fera demi-tour et reprendra sa place devant et face à l'esc.</i>
70	51 SQUADRON, STAND AT - EASE <i>ESCADRON 51, EN PLACE RE - POS</i>	Cdt Comd <i>Cdt cmdt</i>	Sqn stands at “Ease.” <i>L'esc se place « en place repos. »</i>	
71	51 SQUADRON, STAND – EASY	Cdt Comd	Sqn stands “Easy.”	The RO may instruct the Cdt Comd to place the squadron at the “Stand Easy” position. After giving his command, Cdt Comd turns about, adopts the “Stand- at-Ease” and then the “Stand-Easy” positions. Authorization may also be granted for the squadron to sit on the evening.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	ESCADRON 51, RE - POS	Cdt cmdt	L'esc se place au « repos. »	L'invité d'honneur pourra ordonner au cdt cmdt de placer l'esc à la position du « Repos. » Après ses commandements, le cdt cmdt fera demi-tour et adoptera la position du « En place repos » et du « Repos. » La permission pourrait être donnée à l'esc de s'asseoir le jour même.

PRESENTATIONS AND ADRESSES

PRÉSENTATIONS ET ALLOCUTIONS

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
72			<p>Presentations of awards will take place here.</p> <p><i>Les récompenses seront remises à ce stage</i></p> <p>Addresses will follow by the RO, CO 51 Sqn, and Chair SC (if required).</p> <p><i>Les discours suivront par l'invité d'honneur, le cmdt esc 51 et le Prés CR (si requis).</i></p>	

THE NATIONAL ANTHEM

L'HYMNE NATIONAL

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
73	51 SQUADRON, ATTEN- TION ESCADRON 51, GARDE À - VOUS	Cdt Comd Cdt cmdt	Sqn comes to "Attention." L'esc vient au « garde-à-vous. »	Cdt Comd will have come to "Attention" and turned about before giving the command. <i>Le cdt cmdt aura auparavant adopté la position du « Garde à-vous » et fait demi-tour avant de donner son commandement.</i>
74	FLAG PARTY, CARRY - FLAG	Cdt Comd	Flag Pty carries flag.	Cdt Comd then turns about.

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	<i>GARDE DU DRAPEAU, AU - PORT</i>	<i>Cdt cmdt</i>	<i>La gde Drapeau vient « au port. »</i>	<i>Le cdt cmdt fait demi-tour.</i>
75		Band Ldr <i>Chef Musique</i>	Band Leader moves forward in front of the squadron. <i>Le chef de musique s'avance devant l'esc.</i>	Before the National Anthem begins, the Band Leader, or another person able to beat time, will come forward diagonally to the parade to help the cadets sing in time. <i>Avant que l'hymne national soit entonné, le chef de musique, ou toute autre personne apte à battre la mesure, doit se placer en diagonale devant les cadets afin de les aider à maintenir le rythme.</i>
76	First notes of "O CANADA" played by Band." <i>Premières notes du « O CANADA » jouées par la Musique</i>	Band Ldr <i>Chef Musique</i>	Band plays "O CANADA." All Cadets sing the national Anthem. During the National Anthem, Parade Appointments and Flag Pty <u>SALUTE</u> . <i>La Musique joue le « Ô Canada. »</i> <i>Les cadets chantent l'hymne national.</i> <i>Pendant l'hymne national, les nominations de parade et la gde Drapeau <u>SALUENT</u>.</i>	All Cadets must sing the national Anthem. All return to the position of "Attention" without word of command, after a standard pause, when the national Anthem is over. <i>Tous les cadets doivent chanter l'hymne national.</i> <i>Tous reprennent la position du « garde-à-vous », sans mot de commandement, après avoir observé une pause réglementaire après la dernière note de musique.</i>
77			Band Leader returns to his position with the Band. <i>Le chef de musique retourne à sa position avec la musique.</i>	Cdt Comd shall wait for the Band Leader to adopt his position before giving any further orders. <i>Le cdt cmdt attendra que le chef de musique ait repris son poste avant de poursuivre.</i>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	<i>GARDE DU DRAPEAU</i>	<i>Cmdt gde Drapeau</i>	<i>Commandement d'avertissement.</i>	
85	51 SQUADRON, TO YOUR FLAG - SALUTE <i>ESCADRON 51, AU DRAPEAU, SALU - EZ</i>	<i>Cdt Comd Cdt cmdt</i>	<i>Parade Appointments salute. Les nominations de parade saluent.</i>	
86	FLAG PARTY, BY THE CENTRE, QUICK – MARCH <i>GARDE DU DRAPEAU, PAR LE CENTRE, PAS CADENCÉ - MARCHÉ</i>	<i>Flag Pty Comd Cmdt gde Drapeau</i>	<i>Flag Pty steps off <u>without letting fly the flag.</u> Band plays the first four and last four bars of "O Canada." <i>La gde Drapeau se met en marche <u>sans</u> laisser flotter le Drapeau.</i> <i>La Musique joue les quatre premières et les quatre dernières mesures du « Ö Canada. »</i></i>	
87	FLAG PARTY, CHANGE DIRECTION RIGHT, RIGHT – FORM <i>GARDE DU DRAPEAU, CHANGEZ DE DIRECTION À DROITE, À DROITE FOR - MEZ</i>	<i>Flag Pty Comd Cmdt gde Drapeau</i>	<i>Flag Pty forms to the right. gde Drapeau se forme vers la droite.</i>	
88	FOR - WARD <i>VERS L'A - VANT</i>	<i>Flag Pty Comd Cmdt gde Drapeau</i>	<i>Flag Pty moves forward towards right side of formation. <i>La gde Drapeau s'avance vers le côté droit de la formation.</i></i>	
89	COUNTER – MARCH <i>CONTRE - MARCHÉ</i>	<i>Flag Pty Comd Cmdt gde Drapeau</i>	<i>Flag Pty counter-marches to face review dais. <i>La gde Drapeau effectue une contremarche de façon à faire face à l'estrade d'honneur.</i></i>	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
90	FOR - WARD <i>VERS L'A - VANT</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty moves forward towards review dais. <i>La gde Drapeau s'avance vers l'estrade d'honneur.</i>	
91	MARK – TIME <i>MARQUEZ LE - PAS</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty marks time. <i>La gde Drapeau marque le pas.</i>	
92	FLAG PARTY – HALT <i>GARDE DU DRAPEAU - HALTE</i>	Flag Pty Comd <i>Cmdt gde Drapeau</i>	Flag Pty halts. <i>La gde Drapeau s'arrête.</i>	The command will be discreet. <i>Le commandement sera discret.</i>
93	51 SQUADRON, ATTEN – TION <i>ESCADRON 51, GARDE À – VOUS</i>	Cdt Comd <i>Cdt cmdt</i>	Parade Appointments return to position of “Attention.” <i>Les nominations de parade reviennent au « garde-à-vous. »</i>	Once Flag Pty has left parade area. <i>Lorsque la gde Drapeau aura quittée le terrain de rassemblement.</i>

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
	ÉTAT-MAJOR CADET ET COMMANDANTS DE SECTION, ROMPEZ LES - RANGS	Cdt cmdtA	Les nominations de parade quittent le terrain de rassemblement.	Les nominations de parade quittent le terrain de rassemblement par la ligne la plus directe, tournant à gauche ou à droite selon le cas devant les spectateurs. Les cmdtA son contournent le flanc gauche de leur section respective et prennent place aux positions libérées.
100	SQUADRON WARRANT OFFICER ADJUDANT D'ESCADRON	Cdt DComd Cdt cmdtA	SWO answers "Warrant" and reports to the Cdt DComd. L'adjE répond « adjudant » et se rapporte au cdt cmdtA.	Cdt DComd hands over the parade to the SWO. SWO waits for Cdt DComd to march off the parade square, takes two paces forward to assume Cdt DComd's former position, turns about and faces the squadron. Le cdt cmdtA remet la parade à l'adjE. L'adjE attend que le cdt cmdtA ait quitté le terrain de rassemblement, avance de deux pas pour prendre la position du cdt cmdtA, fait demi-tour et fait face à l'esc.
101	51 SQUADRON, STAND AT - EASE ESCADRON 51, EN PLACE RE - POS	SWO AdjE	Sqn stands at "Ease." L'esc se place « en place repos. »	
102	51 SQUADRON, ATTEN - TION ESCADRON 51, GARDE À - VOUS	SWO AdjE	Sqn comes to "Attention." L'esc vient au « garde-à-vous. »	
103	51 SQUADRON, CLOSE ORDER - MARCH ESCADRON 51, FERMEZ LES RANGS - MARCHE	SWO AdjE	Sqn closes ranks. L'esc ferme les rangs.	

NO	COMMAND COMMANDEMENT	GIVEN BY DONNÉ PAR	ACTION EXÉCUTION	REMARKS OBSERVATIONS
104	51 SQUADRON, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT - TURN <i>ESCADRON 51, VERS LA DROITE, EN COLONNE DE ROUTE, À DROITE TOUR - NEZ</i>	SWO <i>AdjE</i>	Sqn turns right. <i>L'esc tourne à droite.</i>	Flt 2ICs adopt formation using 15 paces. <i>Les cmdtA son adoptent la formation en 15 pas.</i>
105	51 SQUADRON, BY THE LEFT, QUICK - MARCH <i>ESCADRON 51, PAR LA GAUCHE, PAS CADENCÉ, - MARCHE</i>	SWO <i>AdjE</i>	Under the command of the SWO, squadron leaves the parade area for dismissal. <i>Sous le commandement de l'adjE, l'esc se met en marche et quitte le terrain de rassemblement pour le romper.</i>	Band will play and exit last. <i>La Musique jouera et quittera en dernier.</i>
106	51 SQUADRON, - HALT <i>ESCADRON 51 - HALTE</i>	SWO <i>AdjE</i>	Sqn halts. <i>L'esc s'arrête.</i>	
107	51 SQUADRON ADVANCE, RIGHT – TURN <i>ESCADRON 51, VERS L'AVANT, À DROITE TOUR - NEZ</i>	SWO <i>AdjE</i>	Sqn turns right. <i>L'esc tourne à droite.</i>	
108	51 SQUADRON, DIS – MISS <i>ESCADRON 51, ROM – PEZ</i>	SWO <i>AdjE</i>	Sqn dismisses. <i>L'esc rompt les rangs.</i>	

ANNEX J**ANNEXE J****FLAG PARTY****GARDE DU DRAPEAU**

References: A. Manual of Ceremonial, Reviews - Parades Cadet Corps/Squadrons Eastern Region Cadets, April 03

B. A-PD-201-000/PT-000 The CF Manual of Drill and Ceremonial, 2006-11-17

C. A-AD-200-000/AG-000 The Heritage Structure of the CF, 2008-05-15

GENERAL

1. Cadet flags (Air Cadet Squadron Banners) are not consecrated, and honours are not paid to them by members of the Canadian Armed Forces (CAF).
2. Cadets are not entitled to perform Royal or State salutes.
3. Normally, the National Flag has no escort.
4. An Air Cadet Squadron Banner may accompany the National Flag on parade but the National Flag will occupy the position of honour on the right (on the left from the spectators point of view).
5. At 51 Sqn, the National Flag and Squadron Banner shall be carried by senior Non-Commissioned Officers (sr NCOs).
6. A-PD-201-000/PT-000 requires a Flag Party (Flag Pty) to move into and out of its position on parade through a series of forms.
7. Flag drill will be executed with a standard pause between movements.
8. A cased Flag shall be held in the order position at the halt and carried in the slope position on the march. A cased Flag is never held at the carry.
9. An uncased Flag is never sloped at the halt; it shall be at the carry or the order.

Références: A. Manuel du cérémonial, Revues - Parades Corps de cadets/Escadrons Cadets Secteur de l'Est, avril 2003

B. A-PD-201-000/PT-000 Manuel de l'exercice et du cérémonial des FC, 2006-11-17

C. A-AD-200-000/AG-000 La structure du patrimoine des FC, 2008-05-15

GÉNÉRALITÉS

1. Les drapeaux des cadets (bannières d'escadrons des cadets de l'Air) ne sont pas consacrés et les militaires des Forces armées canadiennes (FAC) ne leur donnent pas de témoignage extérieur de respect.
2. Les cadets n'ont pas le droit d'effectuer des saluts Royal ou d'état.
3. En règle générale, le Drapeau national n'est pas accompagné d'une escorte.
4. Lorsque le Drapeau national est utilisé en même temps qu'une bannière d'escadron de cadets de l'Air, il doit occuper la place d'honneur, c'est-à-dire la droite (la gauche, vu par les spectateurs).
5. À l'esc 51, le Drapeau national et la bannière de l'escadron seront portés par des sous-officiers supérieurs (s/off sup).
6. L'A-PD-201-000/PT-000 exige qu'une garde du Drapeau (gde Drapeau) adopte et quitte sa position sur parade par une série de conversions.
7. Quand on procède à l'exercice avec le drapeau, on doit observer la pause réglementaire entre les mouvements.
8. Un drapeau engainé peut se tenir de deux façons: à la halte, à la position au pied et, en marche, à la position à l'épaule. On ne tient jamais un drapeau engainé dans la position au port.
9. Quant au drapeau dégainé, à la halte, on ne le porte jamais à l'épaule; on le porte soit à la position au port, soit à la position au pied.

10. On the march, uncased flags will always be carried at the slope, except when the Flag Pty is on the parade ground or paying compliments, then, the flags shall be at the carry.

11. During an inspection or review of cadets on parade, the uncased National Flag and 51 Sqn banner shall be at the carry.

12. During the parade, the Flag Pty will move in accordance with the words of command of the parade commander.

13. When the Flag Pty is operating independently (during march on/off) words of command will be given by the Flag Party Commander (Flag Pty Comd).

COMPOSITION OF THE 51 SQN FLAG PARTY

14. The 51 Sqn Flag Pty will normally be configured for two flags (National Flag and Squadron Banner) being carried. This configuration is made up of

- a. one National Flag Bearer (sr NCO);
- b. one 51 Sqn Banner Bearer (sr NCO);
- c. a senior Escort (sr NCO) known at 51 Sqn as the Flag Party Commander (Flag Pty Comd);
- d. one National Flag Escort (jr NCO);
- e. one 51 Sqn Banner Escort (jr NCO); and
- f. two orderlies (corporals, drummers or cadets). The orderlies usually march in supernumerary ranks of formations near the Flag Pty until needed to attend the flags, or wait off parade as required.

10. En marchant, les drapeaux dégainés sont toujours portés à l'épaule, sauf pour rendre les honneurs ou pour défiler sur le terrain de rassemblement. Dans ces deux circonstances, on adopte la position au port.

11. Au cours d'une inspection ou revue des cadets lors d'une parade, on tiendra le Drapeau national et la bannière de l'esc 51 dégainés à la position au port.

12. Pendant la parade, la gde Drapeau exécute les mouvements selon les commandements du commandant de la parade.

13. Lorsque la gde Drapeau s'exécute indépendamment (durant l'avancée/le retrait) les commandements seront donnés par le commandant de la garde du Drapeau (cmdt gde Drapeau).

COMPOSITION DE LA GARDE DU DRAPEAU À L'ESC 51

14. La garde du Drapeau (gde Drapeau) de l'esc 51 sera normalement configurée pour deux drapeaux (Drapeau national et la bannière de l'escadron) et comprend:

- a. un porte-Drapeau National (s/off sup);
- b. un porte-drapeau bannière de l'esc 51 (s/off sup);
- c. une escorte senior (s/off sup) connue à l'esc 51 comme le commandant de la garde du Drapeau (cmdt gde Drapeau);
- d. une escorte au Drapeau national (s/off sub);
- e. une escorte à la bannière de l'esc 51 (s/off sub); et
- f. deux plantons (caporaux, tambours ou cadets). Les plantons prennent généralement place dans les rangs surnuméraires des formations qui se trouvent à proximité de la gde Drapeau en attendant que leur service soit requis, ou bien ils attendent à l'écart du rassemblement.

DUTIES

15. Bearers. National Flag and 51 Sqn Banner Bearers are appointed to carry, handle and protect the National Flag and 51 Sqn Banner.

16. Escorts. The mission of the Escorts is to safeguard the National Flag and 51 Sqn Banner. This mission stems from the days when unit flags were flown during battle.

17. Orderlies. When the National Flag and 51 Sqn Banner are moved "Cased" to a ceremonial parade, one orderly for the National Flag and one for the 51 Sqn Banner must be designated to assist the National Flag and 51 Sqn Banner Bearers in their Uncasing and Casing (Refer to A-PD-201-000/PT-000 for details).

DRILL - TWO FLAGS (FLAG/BANNER) CONFIGURATION

18. The 51 Sqn Flag Pty shall normally be fallen in on the left flank of the parade in preparation for the march on. On the command to march on the Flag, the Flag Pty will normally march across the parade square to the right flank of the parade, before countermarching and marching back to its position within the formation. The procedures for a 51 Sqn Flag Pty are outlined below:

- a. When the Flag Pty reaches its position on the right flank of the parade formation, the command, "Counter - March", will be given as the right foot is forward and on the ground. A counter march will be executed as follows:
 - (1) the Senior Escort/Flag Pty Comd will execute an About Turn on the march and Mark Time in position,
 - (2) simultaneously, the National Flag and 51 Sqn Banner Bearers will continue forward and counter march directly behind the Flag Pty Comd with the National Flag Bearer in the inner spiral and the 51 Sqn Banner Bearer on the outside spiral, until they are in position, in line with the Flag Pty Comd,

FONCTIONS

15. Porte-drapeaux. Les portes drapeaux pour le drapeau National et la bannière de l'esc 51 ont comme tâche de porter, de manipuler et de protéger le drapeau National et la bannière de l'esc 51.

16. Escortes. Les escortes ont comme mission de garder le drapeau National et la bannière de l'esc 51 en sécurité. Cette mission découle du temps où les drapeaux d'unité étaient portés au combat.

17. Plantons. Lorsqu'il faut transporter le drapeau National et la bannière de l'esc 51 engagés jusqu'au lieu d'une prise d'armes, on désigne un planton pour le drapeau National et la bannière de l'esc 51 et ces plantons ont comme tâche d'aider les porte-drapeaux et de s'occuper des étuis pendant le rassemblement. (Voir A-PD-201-000/PT-000 pour plus de détails).

EXERCICE MILITAIRE – CONFIGURATION À DEUX DRAPEAUX (DRAPEAU/BANNIÈRE)

18. La gde Drapeau de l'esc 51 sera normalement formée sur le flanc gauche de la parade en prévision de l'avancée. Au commandement de faire avancer le Drapeau, la gde Drapeau s'avancera normalement jusqu'au flanc droit de la parade, avant d'effectuer une contremarche et de revenir se placer en position au sein de la formation. Les procédures pour une gde Drapeau de l'esc 51 sont décrites ci-dessous:

- a. Lorsque la gde Drapeau atteint sa position sur le flanc droit de la formation de parade, le commandement « contre - marche », sera donné lorsque le pied droit est en avant et au sol. Une contremarche sera exécutée de la façon suivante:
 - (1) l'escorte sénior/cmdt gde Drapeau exécutera un demi-tour en marchant et marquera le pas sur place,
 - (2) simultanément, les porte-drapeaux (drapeau National et la bannière de l'esc 51) continueront d'avancer et contremarcheront directement derrière le cmdt gde Drapeau avec le porte-drapeau du drapeau National dans la spirale intérieure et le porte-drapeau de la bannière de l'esc 51 dans la spirale extérieure, jusqu'à ce qu'ils soient en position, alignés sur le cmdt gde Drapeau,

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| <p>(3) once in position, the National Flag and 51 Sqn Banner Bearers will mark time, in step with the Flag Pty Comd,</p> <p>(4) following the National Flag and 51 Sqn Banner Bearers to the rear, the Escorts will counter march directly behind the National Flag and 51 Sqn Banner Bearers until they are in line, one pace behind the National Flag and 51 Sqn Banner Bearers, and</p> <p>(5) once in position behind the National Flag and 51 Sqn Banner Bearers, they will mark time in step with the remainder of the Flag Pty.</p> <p>b. The Flag Pty will then be given the Command "Forward."</p> <p>c. Upon reaching the point on the parade square where it must make its turn towards its final position, the Flag Pty will execute a Left Form as follows:</p> <p>(1) On the command, "Change Direction Left, Left – Form", given as the right foot is forward and on the ground, the 51 Sqn Banner Bearer executes a left turn on the march, marches three paces forward and marks time in position,</p> <p>(2) simultaneously, the Flag Pty Comd and National Flag Bearer shall Incline Left and march forward until they are in line with the directing 51 Sqn Banner Bearer and mark time in position,</p> <p>(3) the Escorts shall continue forward until they have reached the turning point and at that time the 51 Sqn Banner Escort will execute a left turn on the march, march two paces and mark time in position, and</p> <p>(4) simultaneously, the National Flag Escort shall Incline Left until he is in line with the 51 Sqn Banner Escort on the left and mark time in position.</p> | <p>(3) une fois en position, les porte-drapeaux marqueront le pas au même pas que le cmdt gde Drapeau,</p> <p>(4) suivant les porte-drapeaux vers l'arrière, les escortes contremarcheront directement derrière les porte-drapeaux jusqu'à ce qu'ils soient alignés, un pas derrière les porte-drapeaux, et</p> <p>(5) une fois en position, derrière les porte-drapeaux, ils marqueront le pas au même pas que le reste de la gde Drapeau.</p> <p>b. On ordonnera alors « vers – l'avant » à la gde Drapeau.</p> <p>c. Lorsque la gde Drapeau aura atteint l'endroit sur le terrain de parade où elle doit tourner vers sa position définitive, la gde Drapeau exécutera une conversion vers la gauche comme suit:</p> <p>(1) au commandement « changer de direction vers la gauche, à gauche, formez », donné lorsque le pied droit est en avant et au sol, le porte-drapeau de la bannière de l'esc 51 tournera à gauche en marchant, s'avancera de trois pas et marquera le pas,</p> <p>(2) simultanément, le cmdt gde Drapeau et le porte-drapeau du drapeau National obliqueront vers la gauche et s'avanceront jusqu'à ce qu'ils soient alignés avec le porte-drapeau de la bannière de l'esc 51 puis marqueront le pas,</p> <p>(3) les escortes continueront d'avancer jusqu'à ce qu'ils aient atteint le point tournant et à ce moment-là l'escorte de la bannière de l'esc 51 tournera à gauche en marchant, s'avancera de deux pas et marquera le pas, et</p> <p>(4) simultanément, l'escorte du drapeau National obliquera vers la gauche jusqu'à ce qu'il soit aligné avec l'escorte de la bannière de l'esc 51 sur la gauche et marquera le pas.</p> |
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- d. On the command “For – Ward” the Flag Pty will act as ordered.
- e. When the Flag Pty has reached a position behind the rear rank of the main body of troops, it shall execute another counter march and line up in the following manner:
- (1) upon completion of the counter march, the Flag Pty Comd will order “For – Ward,” the Flag Pty will act as ordered with the Flag Pty Comd, National Flag and 51 Sqn Banner Bearers moving to a position in line with the front rank of the parade and then marking time,
 - (2) the Escorts will complete the counter march and mark time in position, in line with the Rear rank of the parade, and
 - (3) on the Command, “Flag Party – Halt”, the Flag Pty will act as ordered.
- f. During the march-on, the parade commander will have ordered the Salute to the National Flag. The Flag Pty Comd upon halting, will observe the standard pause and then order the Flag Pty to salute.
- d. Au commandement « vers – l’avant » la gde Drapeau exécute le commandement.
- e. Lorsque la gde Drapeau a atteint une position derrière le rang arrière des troupes, elle exécutera une autre contremarche et s’alignera de la manière suivante:
- (1) après la contremarche, le cmdt gde Drapeau ordonnera « vers – l’avant, » et la gde Drapeau exécutera le commandement avec le cmdt gde Drapeau et les porte-drapeaux s’avançant jusqu’au rang avant de la parade avant de marquer le pas,
 - (2) les escortes termineront la contremarche et marqueront le pas, alignés avec le rang arrière de la parade, et
 - (3) au commandement, « Garde au Drapeau – Halte », la gde Drapeau exécute le commandement.
- f. Pendant l’avancée, le commandant de la parade aura ordonné le salut au drapeau National. Le cmdt gde Drapeau en effectuant le halte, observera la pause réglementaire et ordonnera ensuite à la gde Drapeau de saluer.

ANNEX K

ANNEXE K

PROTOCOL DINNER

DÎNER PROTOCOLAIRE

1. A Protocol Dinner for cadets and parents will be held at least once per year.
2. Events of this nature are held to present the cadets as a positive organization, to recognize and thank as many people as possible and to encourage further support from parents.
3. By custom and tradition, the Protocol Dinner is considered to be a parade and as such, attendance is compulsory except for staff members and cadets excused by the CO.
4. The Protocol Dinner is considered to be training and is the responsibility of the Trg O.
5. The Squadron Protocol Dinner will follow the format of a Royal Canadian Air Force Mess Dinner "Dining In."
6. Dress:
 - b. Officers will wear mess dress if possible, if not dress 1A,
 - b. CIs and any civilian guests will wear appropriate dress consistent with officers' mess dress,
 - c. Sr NCOs will wear cadet Mess Dress (C-8) consisting of:
 - (1) shirt plain white, broadcloth, nylon or like material, soft front, standard turn down collar, double cuffs with plain gilt type cufflinks, or single cuffs,
 - (2) tie, bow, black, square ends, and
 - (3) other items of Air Cadet dress as prescribed,

Note: The provision of the black bow tie and white shirt will be on the initiative and at the expense of the individual Cadet.

1. Un souper protocolaire pour les cadets et les parents se tiendra au moins une fois par année.
2. Les événements de cette nature se tiennent afin de présenter les cadets comme une organisation positive, pour reconnaître et remercier autant de gens que possible et pour encourager le soutien supplémentaire des parents.
3. Par coutume et tradition, le souper protocolaire est considéré comme une parade et la présence de tous, autant le personnel de l'état-major que les cadets, est obligatoire à moins d'en avoir été excusé par le cmdt.
4. Le souper protocolaire est considéré comme de l'instruction et l'O Instr en est responsable.
5. Le souper protocolaire suivra le format d'un souper « Dining In » de l'Aviation royale canadienne.
6. Tenue:
 - a. Les officiers porteront la tenue de mess si possible, sinon la tenue 1A,
 - b. Les ICs porteront une tenue équivalente à la tenue l'uniforme de mess si possible.
 - c. Les s/off sup porteront la tenue de mess (C-8) des cadets:
 - (1) chemise blanche, coton, nylon ou matériau similaire, devant mou, collet normal retourné, manchettes style mousquetaire avec des boutons de manchettes en or plaque ou des manchettes simples,
 - (2) cravate nœud papillon, noire, bouts carrés, et
 - (3) autres articles de la tenue des cadets tels qu'ordonnés.

Nota: Le port de la cravate style papillon et la chemise blanche seront de l'initiative et aux frais de chaque cadet.

d. Cadets will wear full uniform.

d. Les cadets porteront la tenue des cadets complète.

7. Protocol Dinner rules are found at Appendix 1.

7. Les directives pour le souper protocolaire se trouvent à l'appendice 1.

APPENDIX 1

APPENDICE 1

ANNEX K

ANNEXE K

CONDUCT OF THE 51 SQN
PROTOCOL DINNERCONDUITE DU DÎNER PROTOCOLAIRE
DE L'ESC 51**GENERAL**

1. The Squadron Protocol Dinner is based on the Mess Dinner "Dining In" format. Mess Dinners provide an opportunity for mess members to meet on a formal but friendly occasion, allowing the CO or his guests to address the members as a group. By custom and tradition mess dinners are considered to be a parade and as such, attendance is compulsory except for members excused by the CO.
2. Guests at the dinner are the guests of all the mess members and it is the responsibility of all those present to see that the guests are entertained and not left to fend for themselves. Personal guests will not be invited to a mess dinner without the approval of the CO.
3. Introductions. Assume people do not know each other and introduce them. Remember this rule: introduce a younger person to older or more distinguished person, but regardless of age, always present the gentleman to a lady. Though someone might introduce you to a person of higher rank or higher position by first name, DO NOT USE IT unless the higher-ranking person gives you permission.
 - a. When introducing your spouse (friend) to a person of the opposite gender (except Chiefs of State and very high Church dignitaries), say, Tom (Jennie), this is Colonel Jones.
 - b. Introducing one lady to another: "Mrs Allen, may I present Mrs Smith," or "Carol, this is Mrs Smith."
 - c. Introducing one officer (NCM) to another: (Present junior to senior) "Major Smith, this is Captain Jones."
 - d. Introducing yourself to an officer (NCM) of equal or lesser rank: "I am Captain Smith." (Extend your hand.)
 - e. Introducing yourself to an officer (NCM) senior to you, "Sir, may I present myself? I am Captain Dover." Wait for the officer to extend his/her hand.
4. Things NOT TO DO during the dinner.
 - a. smoke during the meal, even if held in a facility which allows smoking,
 - b. commence a meal before the PMC (President of Mess Committee), who will likely pause until the head table has been served,
 - c. discuss political or other controversial subjects,
 - d. act in a boisterous manner,
 - e. propose a toast,
 - f. talk after the PMC summons attention until he has finished speaking, and
 - g. leave the table during the meal unless permitted to do so by the PMC.

5. When everyone is seated, all must remain seated. If anyone must leave the table for an urgent reason, he/she must ask permission to do so from the PMC.
6. The PMC takes place at the right extremity of the Head Table with the Vice-PMC at the other extremity (failing that they take place as near to the Head Table as possible).
7. Duties during the Dinner.
 - a. Host. The Squadron CO is normally the host of the dinner.
 - b. PMC. The PMC of the Dinner is normally the Cdt Comd.
 - c. VPMC. The VPMC of the Dinner is normally the Cdt DComd.
 - d. Guest of Honour. The Guest of Honour is invited to attend.
 - e. Master of Ceremony. The MC is normally a member of the Squadron staff.
 - f. Piper/Bugler. The Piper/Bugler is normally a member of the Band.

ARRIVAL

8. The time of a function will always be given (e.g. "1900 for 1930 hrs" or "1930 for 2000 hrs"). You are required to be there by that time. There is no such thing as being sociably late. The expression 1900 hrs for 1930 hrs is not designed to give you flexibility. You are required to be there at 1900 hrs. This pre-dinner gathering is to enable members to meet and entertain guests, have a pre-dinner drink, and ascertain their position at the table from the seating plan that will be placed in the lounge or at the entrance to the dining room where every member can see it.
9. All members except honoured guests should look over the seating plan, usually posted near the dining room, and make sure they know where they are seated well before the move to the dining room is made. You should pay particular attention to the person who is seated to your right (left). As a general rule you should entertain the guest on your right (left) prior to going into dinner and see that he/she finds his/her seat. Similarly, you should entertain this person during the dinner. At a "Dining In," where the members and their guests are present, each member should escort the guest to his left or right (ladies on the right) to their chairs and the lady is assisted in taking her seat.
10. CO, PMC, VPMC, Chair SC, Music. Will be present from the opening time, 1800 hours, to welcome guests to the dinner.
11. MC. The MC will also be present from the opening time, 1800 hours, to brief guests on the protocol to be followed during the dinner.

DINNER IN 15 MINUTES CALL (H – 15 minutes)

12. Piper/Bugler. Will play six bars of appropriate music
13. PMC. Will announce "*Ladies and Gentlemen, dinner in 15 minutes. Mesdames et messieurs le repas sera servi dans 15 minutes.*"
14. Main Body. Prepare to move into the Dining Room. Confirm seating arrangements prior to entering dining room. This is the last opportunity to answer the call of nature.

DINNER IN FIVE MINUTES (H – 5 minutes)

15. Piper/Bugler. Will play six bars of appropriate music.
16. PMC.
 - a. Will announce: "*Ladies and Gentlemen, please move into the Dining area. Mesdames et messieurs veuillez vous déplacer vers la salle à manger.*" The object here is to use the remaining five minutes to assign cadets and guests to their places before the Head Table is marched in.
 - b. Will ensure the Head Table is assembled and remains behind along with the Piper.
17. VPMC. Will ensure cadets and guests are ushered, quickly and quietly, into the Dining area.
18. Main Body. Will move into the dining area, cover off their assigned places, remain standing behind their chair and, keep quiet.

DINNER

19. Main Body. Will move into the dining area, cover off their assigned places, remain standing behind their chair and, keep quiet Members and guests shall stand behind their chairs. The mess steward reports, sotto voce, to the PMC that "all members and guests are present, Sir
20. PMC.
 - a. Will announce: "*Ladies and Gentlemen, the Head Table. Mesdames et messieurs la table d'honneur.*"
 - b. Will ensure the Head Table properly covers off their assigned positions, and move to his position in the dining room.
21. Piper. Will pipe in the head table and then march to his position in the Dining Room.
22. Head Table. Will be organized in a fashion to allow them to approach the head table from the left led by the Piper and halt facing their nameplate.

GRACE

23. PMC. Once everyone at the Head Table is in position, the PMC raps the gavel once for silence, and will request that the Padre, the VPMC or another person say Grace. 51 Squadron traditionally request the youngest cadet present at the dinner to say Grace. The PMC will announce". "*(Cadet XXXXX, would you say Grace please)*". Being asked to say Grace should not be a surprise, and a junior member requested to do so should confirm the appropriateness of their intended Grace with the PMC before the dinner.
24. Cdt XXXXX. Will say in a loud clear voice: "*For what we are about to receive, we give thanks. Pour les bienfaits que nous allons recevoir, nous rendons grâce.*"
25. Diners. May sit once Grace has been completed. Should seat themselves by pulling their chairs to the right and moving to the left side of the chair to sit.

THE MEAL

26. The serving of food at a formal dinner should be in the nature of a ceremony. Without being stiff, there should be evidence of control over every aspect of service from start to finish.
27. The Head Table will always be served each course first. Serving the main body cannot start until all individuals at the Head Table have been served.
28. While the dishes of diners who have finished a course may be removed, the next course may not be brought in until the Head Table has finished the previous course and their dishes removed.
29. The meal is normally served in the following order:
- a. Soup
 - b. Salad
 - c. Entrée (Main Course)
 - d. Dessert
 - e. Appropriate drinks for toasts
 - f. Coffee/Tea

NOTE: Wine will not be served to the officers, CIs and parents/guardians considered on duty. No wine will be served to the cadets, even though they may be 18 years old, or to persons younger than 21 years old.

30. Still, the matter of eating in public is more important than many realize. You can very easily embarrass not only yourself but also your friends and particularly the CO. Though perhaps difficult to describe, it is, nevertheless, simple to follow:
- a. Posture. One should always sit in an erect position, never loll or lounge or prop elbows on the table. When not occupied with knife and fork, the hands should rest in the lap. Elbows are kept close to the side at all times. The body should be approximately six inches from the table,
 - b. Manners. Drawing designs on the tablecloth with knife and fork, crumbling of bread, beating a tattoo on the table with the silverware, playing with the wine glasses, etc., are all in bad taste. Gentle manners and quietness in eating mark a well-bred person,
 - c. Napkin. The table napkin is partly unfolded, not in view of those present but on the lap, and laid flat across the knees. Never tuck it in front of your tunic. After the meal the napkin is not folded, but laid carelessly on the table,
 - d. Silverware. The silverware is laid out in the order in which it is to be used, working from the outside in. The knives to the right of the plate, the forks to the left with the dessert utensils and sometimes the soup spoon placed at the top.

- e. How to Use the Utensils. While less formality is now the norm, awareness of proper dining etiquette can help avoid embarrassment:
- (1) Soup is always taken from the side of the spoon. The motion of the spoon is from front to back of the plate. Never tip the plate to get the last drop, or blow on the soup to cool it,
 - (2) If consommé or bouillon is served in a double handled cup, a teaspoon or bouillon spoon is used first. After part of the bouillon is consumed it is traditionally permissible to lift the cup to the lips with the right hand,
 - (3) A knife is held in the right hand, cutting edge down, with the index finger extended along the back of the blade. (Never cut rolls with a knife, break rolls with the fingers),
 - (4) The fork is held in the left hand, prongs down, to eat the food that the knife cuts. Vegetables may be eaten by holding the fork in the right hand, prongs up, or in the left hand, prongs down. In the latter case, the knife is used to help place food on the fork,
 - (5) To indicate whether you have finished with a course, place the utensils together at 4 o'clock on the plate.
 - (6) For desserts eaten with a spoon and fork, place utensils as for the meat course.
 - (7) For desserts eaten with spoon only, place utensils as for the soup course,
 - (8) Do not ask for seconds,
 - (9) It is not polite to 'trade' food at a mess dinner, and
 - (10) If something is placed in front of you that you do not like, do not refuse it. Leave it there. If you do not like it, do not eat it. It is not necessary to mash it up, nobody really cares whether you eat it or not.

AFTER THE MEAL

31. After the dessert, everything that is on the tables is removed except for the following articles:
- a. the wineglass (officers, CIs and adults),
 - b. the soft drink or water glass (cadets and non-adults), and
 - c. the flowers.
32. Mess Staff.
- a. Port decanters (grape juice or equivalent) are placed on the table in front of the PMC.
 - b. To save time with large groups, decanters may also placed at the end of each wing table on the Left Hand side.

33. Diners.
- a. When the decanters are in place, the PMC and other members having decanters placed in front of them unstop the decanters (if required), charge their glasses, and then pass the decanters to the left..
 - b. It is tradition for Naval personnel not to lift the decanter from the table but rather to slide it over to their left (to avoid it spilling over in rough seas), and for Air Force personnel, including 51 Sqn personnel, to not let the decanter touch the table (it should fly over to the next diner on the left).
 - c. If there is space where there are no diners, the steward will move the decanter to the next diner.
 - d. If someone does not wish to drink the grape juice (or equivalent), that person may drink the Loyal Toast with water, using the port glass.

THE LOYAL TOAST

34. VPMC.
- a. Will signal the PMC all is ready for the Loyal Toast (i.e. everyone have charged (filled) their glass for the toast).
 - b. Will signal the Band that the Loyal Toast is about to be proposed.
35. PMC.
- a. Will request the gavel (if not already in his possession).
 - b. Will rap the gavel three times, rise, and will say in a loud clear voice: "*Monsieur/madame le/la Vice-président/présidente, la Reine du Canada*".
36. VPMC. The VPMC will rise and say: "*Ladies and Gentlemen, The Queen of Canada.*"
37. Diners. All rise and hold their glass at chest height.
38. Band. Will play six bars of "God Save the Queen".
39. Diners
- a. All drink toast saying "The Queen" or "La Reine" some may add "*God Bless Her*" or "*Dieu la bénisse*" after "God Save the Queen" is finished playing.
 - b. Only a sip of the glass is drunk as other toasts will follow.
 - c. Once Head Table starts to sit down after the toast, so can the main body. Glasses shall be lowered to the table and conversation resumes.

TOAST TO THE SQUADRON

40. PMC. Will rap the gavel three times and say "*Monsieur/madame le/la Vice-président/vice-présidente – l'escadron 51.*"
41. VPMC. Will rise and say: "*Ladies and Gentlemen, 51 Squadron*".

42. Diners.
- a. All members of the Squadron past or present rise and hold their glass at chest height.
 - b. All drink toast saying: "51 Squadron" or "escadron 51", after the music is finished playing.
 - c. Only a sip of the glass is drunk as other toasts will follow.
 - d. Once Head Table starts to sit down after the toast, so can the main body. Glasses shall be lowered to the table and conversation resumes.
43. Band. Will play six bars of the appropriate music.

TOAST TO THE ROYAL CANADIAN NAVY

44. PMC. Will wrap the gavel three times and say ""*Monsieur/madame le/la Vice-président/vice-présidente – la Marine royale canadienne.*"

45. VPMC. Will rise and say: "*Ladies and Gentlemen, the Royal Canadian Navy*".

46. Diners.
- a. All members of the RCN past or present rise and hold their glass at chest height.
 - b. All drink toast after the music is finished playing.
 - c. Only a sip of the glass is drunk as other toasts will follow.
 - d. Once Head Table starts to sit down after the toast, so can the main body. Glasses shall be lowered to the table and conversation resumes.

47. Band. Will play six bars of the appropriate music.

TOAST TO THE CANADIAN ARMY

42. PMC. Will wrap the gavel three times and say ""*Monsieur/madame le/la Vice-président/vice-présidente – l'Armée canadienne.*"

48. VPMC. Will rise and say: "*Ladies and Gentlemen, the Canadian Army*".

49. Diners.
- a. All members of the Canadian Army past or present rise and hold their glass at chest height.
 - b. All drink toast after the music is finished playing.
 - c. Only a sip of the glass is drunk as other toasts will follow.
 - d. Once Head Table starts to sit down after the toast, so can the main body. Glasses shall be lowered to the table and conversation resumes.

50. Band. Will play six bars of the appropriate music.

TOAST TO THE ROYAL CANADIAN AIR FORCE

51. PMC. Will wrap the gavel three times and say ""*Monsieur/madame le/la Vice-président/vice-présidente – l'Aviation royale canadienne.*"

52. VPMC. Will rise and say: "*Ladies and Gentlemen, the Royal Canadian Air Force*".

53. Diners.

- a. All members of the RCAF past or present rise and hold their glass at chest height.
- b. All drink toast after the music is finished playing.
- c. Only a sip of the glass is drunk as other toasts may follow.
- d. Once Head Table starts to sit down after the toast, so can the main body. Glasses shall be lowered to the table and conversation resumes.

54. Band. Will play six bars of the appropriate music.

COMFORT BREAK (A ten-minute break will be granted at this time.)

55. PMC. Will rap the gavel three times and say: "*Ladies and Gentlemen, mesdames et messieurs, a short break will be taken. Nous prendrons maintenant une courte pause. Ensure you are re-seated in ten minutes. Assurez-vous d'être de nouveau assis dans dix minutes*".

56. Diners. All rise and take advantage of the break.

COFFEE/TEA/JUICE

57. Upon return of the diners, coffee/tea/juice will then be served.

CHIEF COOK AND PIPER/BUGLER

58. PMC.

- a. Will instruct the staff to bring the Chief Cook and the piper/bugler to the Head Table.
- b. Will inform the staff what the CO, Honoured Guest, Chair of the Sponsoring Committee, and Chief Cook drink.

59. Staff.

- a. Will place two chairs to the rear of the Head Table between the CO and the Chair of the Sponsoring Committee.
- b. Will bring the Chief Cook and the piper/bugler to the Head Table.
- c. Will bring the drinks to the table on a tray and await the CO's instruction.
- d. Will remove the chairs when the Chief Cook and Piper/Bugler leave.

60. Diners. May clap politely in appreciation as the Chief Cook and the piper/bugler make their way to the Head Table.

61. CO. Will thank the Chief Cook and the piper/bugler and then the CO, Honoured Guest, Chair of the Sponsoring Committee and Chief Cook will have a brief talk and drink their drinks.
62. Chief Cook and the piper/bugler. Will excuse themselves after one drink.
63. Diners. May clap politely once again in appreciation as the Chief Cook and the piper/bugler leave the Head Table.

INTRODUCING THE HEAD TABLE

64. PMC. Will rap the gavel three times, rise, and request the MC to introduce the Head Table.
65. MC. Will introduce the Head Table starting from the right hand side of the head table with the Honoured Guest last.
66. Head Table. Each individual will stand up as he/she is introduced and then after a brief pause sit down.

SPEECHES

67. PMC.
- a. Will rap the gavel three times, rise, and introduce the Honoured Guest. This will include a short biography of the individual.
 - b. After the Honoured Guest finishes speaking, the PMC will introduce the Cadet Squadron Commander of 51 Squadron.
 - c. After Cadet Squadron Commander has finished speaking, the PMC will introduce the Chair of the Sponsoring Committee.
 - d. After the Chair of the Sponsoring Committee has finished speaking the PMC will introduce the Commanding Officer of 51 Squadron.
68. CO.
- a. Will thank the Honoured Guest for attending the dinner and give a token of appreciation from the Squadron.
 - b. Will also thank the Dinner organisers for a fine job, if appropriate.
 - c. Will also thank the guests attending the Dinner.
 - d. Will say a few words for the occasion including any presentations.

PRESENTATIONS

69. Presentations will occur here.

DEPARTURE OF HEAD TABLE

70. PMC.
- a. After the CO's remarks, the PMC will advise the Piper that the Head Table will be departing.

- b. Once the Piper is in position, the PMC raps her gavel three times to quiet the room.
71. Piper. Goes to the right of the head table.
72. Diners. All rise.
73. Head Table. Rises, turns right and marches out headed by the piper.
74. Piper. Plays appropriate music.
75. Diners. Follow the Head table.
76. VPMC. Must stay at the dining table until the last diner has left.
77. MC. Will co-ordinate the rest of the evening activities as required.