



THE ROYAL AUSTRALIAN SIGNALS ASSOCIATION (SA) INC.

***PO Box 881
Kent Town SA 5071***

**email : bruce@adelaide5star.com.au
Website: www.rasigs.com
08 8342 3012 (Work)**

ADMINISTRATIVE DINNER INSTRUCTION

ROYAL AUSTRALIAN CORPS OF SIGNALS NATIONAL REUNION FORMAL DINNER ADELAIDE ENTERTAINMENT CENTRE ON MONDAY THE 10th NOVEMBER 2008

References:

- A. Army Protocol Manual 2001
- B. A Guide to Service Customs for Officers, Warrant Officers and Senior Non-Commissioned Officers

General

1. The RASigs Association (SA) is to conduct a Mixed Dinner at the Adelaide Entertainment Centre on Mon 10 Nov 2008 as part of its Reunion Celebrations.

Aim

2. The aim of this instruction is to detail the responsibilities and administrative requirements for the conduct of the dinner.

Appointments

3. The appointments for the dinner are:
 - a. Patron - Brigadier Max Lemon
 - b. Dining President - Mr Bruce Long; and
 - c. Dining Vice President - Mr Andrew Graves

Event Preparation

4. A work party is required to set up the stage for event with "Jimmy" Banner and other decorations as required. The work party will consist of committee members available to help.

Official Guests

5. The Official Guests that will be announced for the evening are:
 - a. Head of Corps – Brigadier Michael Milford, AM
 - b. Representative Colonel Commandant – Major General Paul Irving, AM RFD

6. Guests that will be mentioned during the Dining Presidents welcome are:
 - a. Brigadier Max Lemon (Patron), and
 - b. RASigs Corps RSM – Warrant Officer Class One Michelle Griffith -

Attendance

7. All notification of attendance is to be completed by COB 29 Oct 2008.

Grace

8. Brigadier Max Lemon is requested to say the Corp Grace.

Corps Grace

"Lord, You are the giver and sustainer of life. Help us to communicate this reality as we share these gifts together, in friendship and service, through Jesus Christ, our Lord. Amen."

Toasts

9. The following toasts will be proposed IAW ref A:
 - a. Loyal Toast;
 - b. Colonel in Chief, The Princess Royal;
 - c. The Corps; and
 - d. Absent Friends.

Banner Party

10. 144 Signal Squadron is requested to provide the Banner party for the Dinner.

11. The SSM, 144 is requested to liaise with the RSM DFSS for the Provision of the Banner and its safe delivery and return.

12. The SSM is also requested to train the Banner party in their duties.

Musical Support

13. The Australian Army Band South Australia is requested to provide musical support for the following:
 - a. Arrival of Major General Paul Irving to his Dinner Seat
 - b. Arrival of HOC Brigadier Michael Milford to his Dinner Seat
 - c. Marching in and out of the RASigs Banner
 - d. Early warning,
 - e. Toasts, and
 - f. Throughout the dinner.

14. The Reunion committee will provide main course and soft drinks to Band Members.

Payment

15. Payment and billing for the dinner is to be finalised 14 Oct.

Special Dietary Requirements

16. Members/guests that have specific dietary requirements are to advise the committee NLT 31st Oct 08.

Sequence of events

17. The sequence of events for the dinner is contained at annex A.

Timings

18. All members are to be assembled NLT 1900h for pre dinner drinks. The dinner will commence at 1930h. It is estimated that the dinner is to conclude NLT 2330h and the bar will close at 2300 h.

Dress

19. Dress for all Military Members is Dress Order 6B (Mess Dress White Jacket) for Officer/SNCO.

20. Dress for OR's is Summer Dress Oder.

21. Dress for civilian attendees is:

- a. Males - Dinner Suit,
- b. Females - After five wear.
- c. Medals - Miniatures to be worn

Dinner Data Projection

22. IT member (Michael Southern) is requested to organise data image projection of historical photographs suitable for a mixed environment for display throughout the dinner. Michael is required to liaise with the AEC Audio/Visual provider to arrange Visual Display.

Visitors Book

23. The Association Vice President is requested to ensure the Visitors Books is suitably inscribed and located in a prominent position in the Entertainment Area NLT 1830h 10th November 2008.

Seating Plan

24. The Dining Vice President and Committee are to ensure the seating plan is prepared and Delivered to the AEC so it can be displayed in the Entertainment Centre prior to the dinner. A copy is also to be displayed on the website.

Conclusion

25. The dinner is one of the final events of the Reunion and is the show piece for the weekend. Please ensure that everyone is dressed appropriately and conducts themselves in a manner fitting such an event. On behalf of the Royal Australian Signals Association (SA) Inc we wish you well and enjoy the night.

Bruce Long

Bruce Long
President
Royal Australian Signals Association (SA) Inc

28th October 2008

Annex:

A. Sequence of Events

ANNEX A

SEQUENCE OF EVENTS

Ser	Timings	Activity	Remarks
1	1830	Visitors Book /Seating Plan/Set Up Complete	Dining Vice
2	1900	Dinner Assembles – Pre dinner drinks	All
3	1905	Arrival of Representative Colonel Commandant – Major General Paul Irving, AM RFD	Mr Vice to announce
4	1910	Arrival of Head of Corps – Brigadier Michael Milford, AM	Mr Vice to announce
5	1925	Five Minute Warning	Dining Vice President - Band
6	1930	Move Into Dining Room	Dining Vice President
7	1935	Invite Brigadier Milford then Major General Irving to their table by Dining President	Mr Bruce Long
8	1940	Princess Royal Banner Marched in	144 Sig Sqn (SSM/WO1 O’Connell)
9	1945	Corps Grace	Brigadier Max Lemon
10	1950	Entree Served Food service commences	AEC (pre positioned if cold)
11	1900-2230	Background Dinner Music	Adelaide Army Band
12		Clear tables of first course	AEC
13	2000	Welcome and Speeches	Dining President/Guest Speakers
14	2030	Main Course Served	AEC
15		Clear tables	AEC
16	2055	Provide Port for Toasts	AEC
17	2100	Loyal Toast	- Band (Andrew Graves)
18	2102	Colonel in Chief, the Princess Royal	- Band (Jeff Yates)
19	2104	The Corps	- Band (Corps RSM)
20	2106	Absent Friends	- Band (Steve Uppington)
21	2110	Serve Desert	AEC
22	2130	Clear tables	AEC
23	2200	Princess Royal Banner Marched out	144 Sig Sqn
24	2330	Bar Closed	AEC
25	2345	Dinner Concludes	Exit All