

LEXINGTON MINUTE MEN COMPANY

INSTALLATION OF OFFICERS ***CHANGE OF COMMAND CEREMONY***

INFORMATION & TIMELINE

Date:

Sunday September 8th on the Lexington Common

Timeline for Ceremony, please read carefully so you know where you are supposed to be:

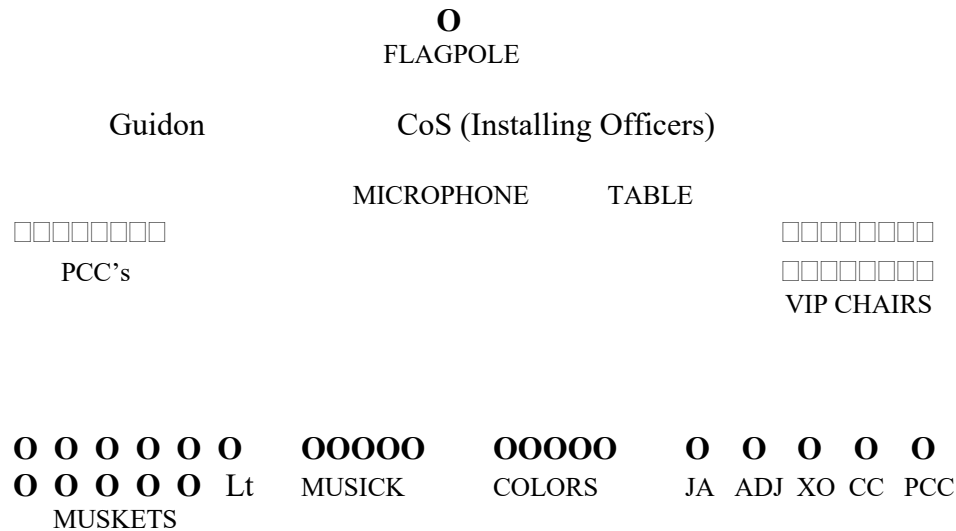
- 11:00 AM *Adjutant* calls the Police Department if required to remind the duty officer of upcoming firing and ceremony on The Common. **Walkthrough for participants.**
- 12:00 PM *Helpers* arrive to set up chairs, table, PA system, tent.
Those who have Swords & Gorgets turn them into the Installing Officer.
Epaulettes will not be collected.
- 1:00 PM Company members arrive at Masonic Hall. Executive Officer to make sure all Swords and Gorgets are delivered to the Chief of Staff's table on the Common.
- 1:15 PM Company is organized by First Sgt. on the Buckman Tavern grounds for uniform inspection by 2nd Lt. of Muskets.
- 1:45 PM Past Captain Commanding leads Company from Buckman Tavern grounds to the Lexington Common.
- 2:00 PM Ceremony Commences.
- 3:30 PM Ceremony Concludes. Group picture to be taken right after.
- 4:00 PM Church Service at First Parish Church (across from the Common).
4:30 PM Cocktail Reception followed by dinner at 5:30 PM at Simon W. Robinson Masonic Lodge, 3 Bedford Street, Lexington.

MARCHING AND FORMATION

- LMM Company to march from Buckman Tavern Grounds around the tavern, across Bedford Street at the Captain Parker statue
- March on the Bedford Street side of the green wheeling left in front of the Parker boulder
- Another left wheel and right wheel to position the company in front of the installation tables
- Captain to have the officers in the front to perform a left face
- Color Sgt to have the colors perform a left wheel to maintain the correct ordering of flags

- ❑ The 2nd Lt. of Muskets should have the musket company perform a left face, and then extend to the left to provide gaps for members in the rear rank to be able to step through on their way to the installation table.
- ❑ Company should be positioned as indicated in diagram below.

(Note Flagpole as landmark)



GUN CREW (Knox’s Regiment of Artillery)
Firing from LFD approved position.

DESCRIPTIONS OF FORMATION FROM DIAGRAM

MIC STAND – Chief-of-Staff or surrogate serves as the Installing Officer (IO). Chief-of-Staff or surrogate must designate an IO-designate (must be a PCC) to cover during appointment of Chief-of-Staff during ceremony.

PCCs – All PCCs are to line up at the podium in order of seniority, most senior to the right (if facing the flagpole). PCCs are to assist during the ceremony to present swords, gorgets and primarily certificates of office. **Epaulettes will not be presented.**

VIP CHAIRS – Chairs (from Buckman Tavern) are for visiting dignitaries and families.

MUSIC – To lineup at left of Colors to play as needed per the program.

MUSKETS – To lineup to far left of the line, standing at attention with muskets at the position of order, but ready to shoulder and present arms when requested.

COLORS – To lineup to right of Music, centered on the podium and flagpole, standing at attention with flags at the position of order, but ready to shoulder and present colors when requested.

OFFICERS – To lineup to right of Flags, standing at attention.

GUN CREW – Positioned at far corner of the Common (Harrington Rd. & Bedford St.)

GUIDEON BEARER – **Will take a position to the right of the IO (Installation Officer) and in sight of the gun crew to signal when each salute should be fired.**

ORDER OF CEREMONY

Captain Commanding leads Company from Buckman Tavern grounds onto Lexington Common **(Cannon Salute as Company steps onto the Lexington Green at the Captain Parker statue)**

Opening Comments- PCC Carlo Bertazzoni. Recognizes Invited Guests, Co-installing Officer, PCCs in attendance & Artillery unit.

Captain puts Company at Present Arms

National Anthem performed by Todd Angilly. **(Cannon Salute)**

IO calls Chaplain Chris Haydon to front for opening prayer, covers remain on.

IO calls to the front and center in the following order:

Note: When called to the front and center by the IO, each officer takes one step forward, faces in towards the center (by the right or left face), proceeds to center of the formation, face towards the flagpole (right or left face), and proceed forward to greeting PCCs. Upon arriving at greeting PCCs, officers are to salute the IO, listen to their duties of office, salute after accepting the office and, accept the badges of office (swords, gorgets and office certificate etc.), right about face and return to the formation in the same way they approached the podium.

When more than one officer is called at a time, the officers wait until all have reached the center before facing to the front and proceeding forward. Officer closest to Massachusetts Avenue is duty officer, and calls commands for the officers to right and left face (to the front), to march forward, cadence (as necessary), come to a halt, etc.

- Appointed Sergeants Armorer, Archivist, Colors, Commissary, Quartermaster, Surgeon (CS)
- Ensign Historian & Head Civilian Interpreter (CS)
- 2nd Lt's, Chaplain, Judge Advocate & Adjutant (CS)
- Chief-of-Staff (CS) presentations done by PCC Roberts.
- Directors (CS)
- Elected Sergeants (First Sergeant, Clerk & Treasurer) (CS)

- 2nd Lieutenants of Musick and Muskets (CS)
- 1st Lieutenant Executive Officer (CS)
- Captain Commanding (CS)

IO turns over podium to Captain Commanding (Sound Huzzah!)

Captain provides greeting, presents flowers to Mrs. Cole, then delivers words of the day.

Captain Commanding presents immediate Past Captain his PCC Gorget, and PCC Medal (CS)

Captain calls Company to *attention* and *present arms* then performs inspection of Company with PCCs in column of twos. (Musick plays)

Captain gives final remarks then asks Chaplain David Kemper to step forward to give a prayer.

Captain asks Executive Officer to have Company '*pass in review*' marching in front of Podium and PCC's; and who then leads Company for Company photo to a pre-determined location.

Last Cannon Salute as last man passes by the Past Captains.