

Retirement Ceremony
Resource Breakdown Structure

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1.0 Statement of Purpose

The purpose of this document is to provide a record of the different resources that are needed for Military Retirement Ceremonies, arranged in a hierarchical order.

2.0 Resource Breakdown Structure

1. Retirement Ceremony

1.1 Planning

- 1.1.1. Budget
- 1.1.2. Coordination
- 1.1.3. Shadow Box
- 1.1.4. Venue
- 1.1.5. Awards / Decorations / Letters
- 1.1.6. Gifts

1.2. Facilities and Equipment

- 1.2.1. Table / Chairs
- 1.2.2. Site / Rooms
- 1.2.3. Decorations
- 1.2.4. Stage
- 1.2.5. Parking

1.3. Presentations / Speaker

- 1.3.1. Awards / Decorations / Letters
- 1.3.2. Shadow Box
- 1.3.3. Member
- 1.3.4. Commander
- 1.3.5. Special Guests

1.3.6.

1.3.7. Gifts

1.4. Staffing

1.4.1. Catering

1.4.2. Setup and Teardown

1.4.3. Escorts

1.4.4. Clean up

1.5. Guests

1.5.1. Guest List

1.5.2. RSVPs

1.5.3. Name Tags

1.5.4. Special Needs

1.5.5. Escorts

1.5.6. Directions / times

1.6. Entertainment

1.6.1. Honor Guard

1.6.2. Singer

