

Sixth Region Standing Operating Procedure
Requirements for Sixth Region Fall Meetings
1 July 2014
Appendix B
Breakfast Agenda Sample

WARNING – 0655

Host Region President will call a Warning.

Ladies and Gentlemen, please take your seats. Our program will begin in 5 minutes.

CALL TO ORDER – 0700

Host Region President will call the Meeting to Order and greet guests.

Ladies and Gentlemen, welcome to the AUSA Sixth and Seventh Regions Fall
Breakfast Meeting.

INVOCATION and PLEDGE OF ALLEGIANCE – 0700

Host Region President will introduce the Invocation and Pledge of Allegiance.

Please rise for the Invocation and remain standing for the Pledge of Allegiance.

Ladies and Gentlemen, please be seated.

INTRODUCTIONS – 0705

Host Region President will make Introductions.

Ladies and Gentlemen, our special guests today include –

List of Guests - each Region President is responsible for providing an accurate
list of special/VIP guests, to include Congressional Representatives, Generals,
Sergeants Major, etc.

Applause

Thank you to our Sixth and Seventh Region Secretaries for their support in hosting this
event.

Thank you also to AUSA National for providing their support for our breakfast meeting.

Applause

BREAKFAST – 0710

Host Region President will announce Breakfast.

Ladies and Gentlemen, please enjoy your breakfast.

INTRODUCTION of GUEST SPEAKER – 0745

Host Region President will introduce the Guest Speaker.

Ladies and Gentlemen, our Guest Speaker today is -
Host Region President reads bio on Guest Speaker.

Applause

PRESENTATION OF GIFT to GUEST SPEAKER

Host Region President presents gift to Guest Speaker.

Applause

AWARDS / RIBBONS PRESENTATIONS for CHAPTERS – 0815

Sixth and Seventh Region Presidents will Emcee for each other in introducing the awards. Each will alternate going first/second, based on the year they are hosting. Sixth will host on odd years (2015, 2017, 2019, etc) and Seventh will host on even years (2016, 2018, 2020, etc). It is each Region Presidents responsibility to ensure the awards/ribbons are available and properly displayed at the event.

The script for this portion of the event is dictated by the Chapter recipient presentation list. This list is provided by National and is each Region Presidents responsibility to provide for the event.

The Guest Speaker will be asked to assist in the presentation of the awards/ribbons to each Chapter.

Applause at the conclusion of all awards.

SPECIAL THANKS AND OBSERVANCES – 0845

Host Region President will make any special thanks, observances, or remarks necessary at this time, to include thanks to the Guest Speaker and any others who need mentioned.

Applause

BENEDICTION – 0850

Host Region President will introduce the Benediction.

Ladies and Gentlemen, please be rise for the Benediction.

CLOSING - THANK YOU AND GOOD-BYE UNTIL NEXT YEAR – 0855

Host Region President will close the Breakfast Meeting.

Ladies and Gentlemen, thank you for attending the AUSA Sixth and Seventh Region Breakfast. We look forward to seeing you next year and thank you for all you are doing to support the Men and Women of the United States Army.

Until next year, everyone!
