

RETIREMENT CEREMONY

Retirement Ceremony Honoring Sample Honoree

Colonel Sample Honoree · AIR FORCE
Sunday, October 18, 2026
Memorial Chapel

OFFICIAL PARTY

Presiding Official
Host Commander
Master of Ceremonies
Chaplain

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ORDER OF SERVICE

- 6:45 PM

Prelude and Seating of Guests

Guests are seated; ushers assist reserved sections.
- 7:00 PM

Arrival of the Official Party

The Official Party enters and takes positions.
- 7:03 PM

Presentation of the Colors

The color guard presents the national and organizational colors.
- 7:08 PM

National Anthem

The National Anthem is performed or played.
- 7:12 PM

Invocation

An invocation or opening prayer may be offered.
- 7:16 PM

Welcome and Opening Remarks

Opening remarks welcome guests and set the tone for the ceremony.
- 7:22 PM

Reading of the Orders

Retirement orders may be read aloud.
- 7:28 PM

Career Highlights

Remarks highlight the honoree’s career of service.
- 7:45 PM

Presentation of Awards and Certificates

Awards, certificates, or keepsakes may be presented.
- 7:55 PM

Presentation of the Flag

A folded flag may be presented to the honoree or family.
- 8:03 PM

Reading of the Watch

A traditional reading of the watch may be offered.
- 8:10 PM

Remarks by the Honoree

The honoree may offer personal remarks.
- 8:22 PM

Benediction

A closing prayer or benediction may be offered.
- 8:26 PM

Retirement of the Colors

The color guard retires the colors.
- 8:35 PM

Reception

Guests proceed to the reception or are dismissed.

REMARKS

Guest Speaker — Career Tribute

ABOUT THE HONOREE

Sample Honoree has served with distinction across operational and staff assignments. This biography is illustrative placeholder content for the marketing preview — live customer sites use portal-edited text.