

# Army Retirement Ceremony Script



## Flag Retirement Ceremony

November 15, 2008

Orange Elks Lodge #1475  
211 E. Chapman Avenue  
Orange, CA 92856  
714 538-1475

All tattered and torn flags of the United States of America may be dropped off at any Elks Lodge for proper and respectful disposal. Annually, the Elks present a district Flag Retirement Program prior to disposal of the worn flags. This year the program for the Orange Coast District will be held at the Orange Elks Lodge #1475, 211 E. Chapman Avenue, in the City of Orange. The program is open to the public and all are welcome. The program will begin at 8:00 p.m. with refreshments following the ceremony.

Flags that are offered for disposal should be folded in proper military fashion (see instructions below) and may be deposited at any local Elks Lodge prior to November 15, 2008.

For additional information regarding the Flag Retirement Program, contact Bob Genelle, District Americanism Chairman (714) 963-7631.

### FOLDING THE FLAG OF THE UNITED STATES:

- 1<sup>st</sup> fold – lengthwise in half.
- 2<sup>nd</sup> fold – lengthwise in half again (with stars at the left)
- 3<sup>rd</sup> fold – starting with the stripes, make a triangular fold to the left.
- 4<sup>th</sup> fold – fold the triangle again to the left
- 5<sup>th</sup> fold – fold the triangle to the right
- 6<sup>th</sup> fold – fold again to the right
- 7<sup>th</sup> fold – fold triangle to the left
- 8<sup>th</sup> fold – fold again to the left
- 9<sup>th</sup> fold – fold to the right
- 10<sup>th</sup> fold – from the stripes toward the stars
- 11<sup>th</sup> fold – to the right
- 12<sup>th</sup> fold – to the left

When the flag is completely folded the stars are uppermost – reminding us of the national motto: “In God We Trust”. Fold the remaining edge into the folded triangle to complete the process. The flag will resemble a three-cornered cocked hat – reminding us of the soldiers who served under General George Washington, the sailors and marines who served under Captain John Paul Jones, and followed by their comrades and shipmates in the Armed Forces of the United States.

Army retirement ceremony script is a vital component in honoring the service and dedication of military personnel who have devoted years of their lives to protecting the nation. An army retirement ceremony is a momentous occasion that not only marks the end of a soldier's military career but also celebrates their achievements, sacrifices, and contributions to the armed forces. This article will provide a comprehensive overview of how to craft an effective retirement ceremony script, the essential elements to include, and tips for making the event memorable.

## Understanding the Purpose of the Ceremony

An army retirement ceremony serves several important purposes:

1. **Acknowledgment of Service:** It recognizes the retiree's years of dedicated service to the military and the country.
2. **Celebration of Achievements:** The ceremony highlights the retiree's accomplishments and milestones throughout their career.
3. **Transition to Civilian Life:** It marks the transition from military to civilian life, providing a sense of closure.
4. **Inspiration for Others:** The event serves as motivation for younger service members, showcasing the honorable path of a military career.

## **Components of the Ceremony Script**

An effective army retirement ceremony script typically includes several key components that help to structure the event and guide the proceedings.

### **1. Opening Remarks**

The opening remarks set the tone for the ceremony. It is essential to include:

- **Welcome Address:** A brief welcome to the attendees, including family, friends, fellow soldiers, and distinguished guests.
- **Introduction of the Retiree:** A short introduction of the retiree, including their name, rank, and years of service.

### **2. National Anthem and Invocation**

- **National Anthem:** A performance of the National Anthem is a traditional way to honor the nation.
- **Invocation:** A prayer or blessing offered by a chaplain or designated individual, asking for guidance and blessings for the retiree and attendees.

### **3. Presentation of Colors**

The presentation of colors is a significant military tradition. This segment involves:

- **Color Guard:** A group of soldiers presents the national flag and military flags.
- **Salute:** Attendees should stand and render a salute while the colors are presented.

### **4. Personal Reflections and Speeches**

This part of the ceremony allows for personal touches and reflections:

- **Retiree's Speech:** The retiree should be given the opportunity to share their thoughts and

experiences, including:

- Memorable moments in service
- Lessons learned
- Acknowledgments of those who supported them
- Guest Speakers: Invite other military personnel, friends, or family members to speak. They may share anecdotes or express their admiration for the retiree.

## **5. Awards and Recognitions**

Recognizing the retiree's accomplishments is essential. This part includes:

- Presentation of Awards: Any medals, commendations, or certificates earned during service should be presented.
- Special Recognitions: Acknowledge any unique contributions the retiree made, such as community service or leadership roles.

## **6. Retirement Certificate Presentation**

- Retirement Certificate: The retiree is presented with a formal retirement certificate, often signed by high-ranking officials. This certificate serves as a lasting memento of their service.

## **7. Closing Remarks and Final Thoughts**

- Thank You Remarks: The retiring soldier should express gratitude to the attendees, highlighting the importance of camaraderie and support.
- Final Thoughts: A few words about the transition to civilian life and future endeavors.

## **8. Benediction**

- Closing Prayer: A final blessing offered by the chaplain or designated individual, wishing peace and success for the retiree.

## **9. Reception and Fellowship**

- Post-Ceremony Gathering: A casual reception allows attendees to mingle, share stories, and celebrate the retiree's next chapter.

# **Sample Army Retirement Ceremony Script**

Below is a sample script that can be tailored for an army retirement ceremony. This script is designed to provide a framework for the event and can be adjusted to fit individual preferences and circumstances.

---

### Opening Remarks

"Ladies and gentlemen, distinguished guests, family, and friends, welcome to this momentous occasion as we gather to honor [Retiree's Name], who is retiring after [number] years of dedicated service to our country. It is a privilege to be here today to celebrate their remarkable journey in the United States Army."

### National Anthem and Invocation

"Please rise for the presentation of the colors and remain standing for the singing of our National Anthem, followed by an invocation by [Chaplain's Name]."

### Presentation of Colors

"[Color Guard's Name], please present the colors."

### Personal Reflections and Speeches

"Now, I would like to invite [Retiree's Name] to share their thoughts and reflections on their military career."

### Awards and Recognitions

"At this time, we will present [Retiree's Name] with their retirement awards. [List any specific awards or recognitions]."

### Retirement Certificate Presentation

"Now, I would like to invite [Name of the authority presenting the certificate] to present the retirement certificate to [Retiree's Name]."

### Closing Remarks and Final Thoughts

"Before we conclude the ceremony, [Retiree's Name], do you have any final thoughts you would like to share?"

### Benediction

"Let us bow our heads for a closing prayer by [Chaplain's Name]."

### Reception and Fellowship

"Thank you all for joining us today. We invite you to stay for a reception in honor of [Retiree's Name] and to share in the fellowship and celebration of their remarkable career."

## Tips for a Successful Retirement Ceremony

To ensure the retirement ceremony is memorable and runs smoothly, consider the following tips:

- Plan Ahead: Start planning the ceremony well in advance to coordinate all the details effectively.
- Personalize the Script: Tailor the script to reflect the retiree's personality, achievements, and experiences.
- Involve Family and Friends: Encourage family members and friends to participate, making the event more special.
- Choose the Right Location: Select a venue that can accommodate all guests comfortably and fits the military theme.
- Practice and Rehearse: Conduct a rehearsal to ensure everyone knows their roles and the timing of the event.

## Conclusion

An army retirement ceremony script is an essential tool for creating a respectful and meaningful event that honors a service member's dedication and achievements. By incorporating various elements, such as personal reflections, awards, and closing remarks, the ceremony can effectively celebrate the retiree's military career and mark their transition to civilian life. With careful planning and attention to detail, the ceremony can become a cherished memory for the retiree and all those who attended.

## Frequently Asked Questions

### What is the purpose of an army retirement ceremony?

The purpose of an army retirement ceremony is to formally recognize and honor a service member's dedication and contributions to the military, providing a meaningful send-off as they transition to civilian life.

### What key elements should be included in an army retirement ceremony script?

An army retirement ceremony script should include an introduction, remarks from the commanding officer, a biography of the retiree, a presentation of awards or gifts, and concluding remarks. It may also include a prayer or invocation, and the playing of the national anthem.

### How long should an army retirement ceremony typically last?

An army retirement ceremony typically lasts between 30 minutes to 1 hour, depending on the number of speakers, the complexity of the ceremony, and the inclusion of additional tributes or presentations.

## What is a common format for writing an army retirement ceremony script?

A common format for writing an army retirement ceremony script includes an opening statement, a sequence of speeches or presentations, personal anecdotes about the retiree, and a closing statement, ensuring to maintain a respectful and celebratory tone throughout.

## Can family members participate in an army retirement ceremony?

Yes, family members can participate in an army retirement ceremony. They may be invited to speak, present awards, or participate in the pinning ceremony, acknowledging their support and involvement in the service member's military career.

Find other PDF article:

<https://soc.up.edu.ph/32-blog/files?dataid=nKh33-2705&title=idle-archer-tower-defense-guide.pdf>

## Army Retirement Ceremony Script

### Army.ca

May 2, 2014 · The Orderly Room Army.ca Admin For announcements, suggestions, problems, and comments about this site Threads 850 Messages 19.5K Official Army.ca Costs and Funding

### *medical - Army.ca*

Jun 9, 2025 · Hernia medical exam Hello , does a previous hernia surgery that was done many years ago disqualify my from joining the army as an infantryman?

### Communications and Electronics Engineering ( CELE ) | Army.ca

Mar 21, 2003 · I am interested in joining the Army, as a DEO with a career path in CELE. The recruiting officer says that this [ath was just split into 2 areas, one specializing with the army, the ...

### *Map Tac - Army.ca*

Sep 26, 2005 · Anybody have a source for the lamination sheets that are used on topo maps, ie. Map Tac? We don't use the stuff down here in the States and I've been trying to find a source, ...

### Military Police Reserve - Army.ca

Aug 26, 2005 · Hello, I've been thinking about joining up into the reserves well I'm in college here in Ottawa. I took a look at the different units in Ottawa that I can choose from and Military ...

### **Promotion in the Reserve - army.ca**

Sep 17, 2023 · The Army Reserve has requirements, too; the Air Force just pays attention to them, and doesn't make someone kicked out as NES as an untrained 2Lt re-enrolled as a ...

### **History of the Queens Own Rifles - Army.ca**

On 16 October 1953, the 1st and 2nd Canadian Rifles became the 1st Battalion and 2nd Battalion,

The Queen's Own Rifles of Canada, of the Canadian regular Army. The militia ...

### **What's new - Army.ca**

Mar 8, 2022 · Hello, I am interested in joining the Canadian Army and am currently on the "Ready for Competition" list. I would like to know how long this step typically takes before receiving an ...

### **26th Infantry Bn, CEF - army.ca**

Dec 2, 2002 · 26th Infantry Bn, CEF Posted by Michael M. O'Leary on July 24, 1999 at 11:24:20: 26th Infantry Battalion, C.E.F. Authorized by Canadian Army General Order 36 of 15 March ...

### C7 weapon drills - Army.ca

Jul 4, 2005 · Does anyone know where I can find online copies of the drills for the C7 rifle? (function test, drills for stoppages...)

### **Army.ca**

May 2, 2014 · The Orderly Room Army.ca Admin For announcements, suggestions, problems, and comments about this site Threads 850 Messages 19.5K Official Army.ca Costs and Funding

### *medical - Army.ca*

Jun 9, 2025 · Hernia medical exam Hello , does a previous hernia surgery that was done many years ago disqualify my from joining the army as an infantryman?

### **Communications and Electronics Engineering ( CELE ) | Army.ca**

Mar 21, 2003 · I am interested in joining the Army, as a DEO with a career path in CELE. The recruiting officer says that this [ath was just split into 2 areas, one specializing with the army, the other with the air force. Does anyone here no anything about this? Thank you!

### *Map Tac - Army.ca*

Sep 26, 2005 · Anybody have a source for the lamination sheets that are used on topo maps, ie. Map Tac? We don't use the stuff down here in the States and I've been trying to find a source, but haven't had any luck. Anybody got any info where I can ...

### **Military Police Reserve - Army.ca**

Aug 26, 2005 · Hello, I've been thinking about joining up into the reserves well I'm in college here in Ottawa. I took a look at the different units in Ottawa that I can choose from and Military Police seemed like an interesting one. But unfortunately the Canadian forces website does not ...

### **Promotion in the Reserve - army.ca**

Sep 17, 2023 · The Army Reserve has requirements, too; the Air Force just pays attention to them, and doesn't make someone kicked out as NES as an untrained 2Lt re-enrolled as a Major, just because they have a Patron.

### **History of the Queens Own Rifles - Army.ca**

On 16 October 1953, the 1st and 2nd Canadian Rifles became the 1st Battalion and 2nd Battalion, The Queen's Own Rifles of Canada, of the Canadian regular Army. The militia battalion that was serving in Toronto became the 3rd Battalion.

### **What's new - Army.ca**

Mar 8, 2022 · Hello, I am interested in joining the Canadian Army and am currently on the "Ready for Competition" list. I would like to know how long this step typically takes before receiving an offer. Additionally, I am applying for the Financial Services Administrator role.

## **26th Infantry Bn, CEF - army.ca**

Dec 2, 2002 · 26th Infantry Bn, CEF Posted by Michael M. O'Leary on July 24, 1999 at 11:24:20:  
26th Infantry Battalion, C.E.F. Authorized by Canadian Army General Order 36 of 15 March 1915  
Recruiting Area: Province of New Brunswick Mobilization HQ: St John, NB Service: Canada - 2 Nov  
1914 to 13 Jun...

### C7 weapon drills - Army.ca

Jul 4, 2005 · Does anyone know where I can find online copies of the drills for the C7 rifle? (function test, drills for stoppages...)

Create a memorable army retirement ceremony with our comprehensive script guide. Discover how to honor service members with heartfelt words. Learn more!

[Back to Home](#)