This handbook is a guide for class members working to plan a class reunion in the city of Annapolis on the United States Naval Academy (USNA) grounds. It contains information that will assist through the whole process of reunion planning from securing accommodations, planning a Schedule of Events (SOE), to securing space and caterers on both the USNA yard and at Navy-Marine Corps Memorial Stadium (NMCMS).

The United States Naval Academy Alumni Association (USNA AA) is here to help Naval Academy alumni, family and friends maintain active lifetime links and be engaged with each other and the Naval Academy and its traditions. Class reunions are an important part of this mission and we are happy to help in any way that we can. Class Support is standing by to assist with reunion planning from the first reunion committee meeting to the final execution of your events. Please contact the Office of Class Support 410-295-4017 to speak with Holly Powers, or email to holly.powers@usna.com.
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REUNION PLANNING OVERVIEW/SCHEDULE OF EVENTS (SOE)/PLANNING COMMITTEE ROSTER

Remember: It is never too early to start planning, so please feel free to contact the Class Support Holly Powers (410)295-4017 holly.powers@usna.com to set an appointment to discuss your reunion plans at your earliest convenience.

Frequently Used Numbers

**USNA AA Class Support** (410) 295-4017  
USNA AA Accounting: (410) 295-4056  
Alumni House Events (410) 295-4000

O’Club Catering: (410) 293-2897  
Visitor’s Center: (410) 263-6933  
USNA Golf: (410) 775-2022  
Midshipmen Store: (410) 293-2393

USNA Memorial Affairs:  
Sharon L. Moffat, Memorial Affairs Coordinator  
Moffatt@usna.edu  
Phone (410) 293-1101

USNA AA/NMCMC Football Tickets: (410) 293-8704 or (410)293-8791  
USNA AA/NMCMC Facilities Manager: (443) 336-7705  
USNA AA/NMCMC Banquet Facilities: (410) 293-8712  
Tailgates: (410) 293-8712

Ross Cohen – Annapolis Bus Co.: (410) 263-6501  
Fed Ex Office Print and Ship – Post Cards and Programs: (410) 573-5600  
Signcraft/Class Crest: (410) 268-2008
Class Reunion Planning Overview

Class/Reunion Year:

Date of Reunion:

Alumni Association POC:
Name: Holly I. Powers
Phone Number: 410-295-4017
Email: holly.powers@usna.com

Class Reunion Planning Committee POC:
Name:
Phone Number:
Email:

Expected Group Size:

Tentative Schedule of Events (SOE)/Locations/Dates/Start and Stop Times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start/End Time</th>
<th>Location</th>
<th>Event Name</th>
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AV Setups Requested:

Transportation:
Class of 1992 SAMPLE SCHEDULE OF EVENTS (SOE)

20th Reunion
September 27-30, 2012
Reunion Headquarters: Westin

Thursday September 27
0730-1600: Midstore Hours
0900-1700: Museum Hours
0900-1700: Visitor Center Hours
1200-1700: Golf
1800-2000: Welcome Reception

Friday September 28
0730-1600: Midstore Hours
0900-1700: Visitors Center hours
1000-1100: Memorial Service
1100-1200: Class Meeting
1200-1215: Observe Noon Meal Formation on T-Court
            Lunch on your own
1350-1500: Superintendent’s Briefing and Alumni Association Welcome
1600-1700: Formal Dress Parade on Worden Field (if a home game weekend)
1900-2300: Cocktail Reception and Dinner Dance
(1900-2015: Jewish Service in Levi Center)
(1900-2015: Sunday Brunch)
(1900-2015: Catholic Service in Main Chapel)
(1900-2015: Protestant Service in Main Chapel)

Saturday September 29
0830-1330: Midstore hours
0900-1500: Visitors Center hours
0900-1700: Museum hours
(TBD)  Tailgate Party at Navy-Marine Corps Stadium (or watch party if an away game)
(TBD)  Navy Football!
(PM)  Company Parties/Get Together

Sunday September 30
0830-1030: Sunday Brunch
0900-1700: Visitors Center hours
0900-1500: Museum Hours
0900-1000: Catholic Service in Main Chapel
1100-1215: Protestant Service in Main Chapel
## Reunion Planning Committee Roster/Points of Contact

<table>
<thead>
<tr>
<th>Role</th>
<th>Name/Contact Info</th>
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<tbody>
<tr>
<td>Reunion Chairperson</td>
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<tr>
<td>Briefing Points</td>
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<tr>
<td>Company Parties</td>
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<tr>
<td>Database Manager</td>
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<tr>
<td>Dinner Dance Reception</td>
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<td>Golf Tournament</td>
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<td>Hotels Reservations</td>
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<td>Membership</td>
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<td>Memorial Service</td>
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<td>Memorabilia</td>
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<td>Name Tags</td>
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<td>On-line Registration</td>
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<td>Photography</td>
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<td>Picnic</td>
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<td>Publicity</td>
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<td>Receptions</td>
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<td>Registration Team at Hotel</td>
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<td>Security and Transportation</td>
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<tr>
<td>Tailgate Spot to include Caterer</td>
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<td>Tickets to game</td>
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<tr>
<td>Tours</td>
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UPDATING CLASSMATE INFORMATION

The first step in reunion planning is to insure that classmate contact information is up to date and accurate; so that each class member can receive information about the event either via email or through regular mail. The USNA AA maintains class lists which consist of primary home addresses, phone numbers and emails of class members. Class lists are available through the USNA AA Online Community to Class Presidents and Class Data Base Managers, and other authorized class members. Each will be able to obtain a Class Listing once logged into the online community at the USNA AA website www.usna.com. Class Presidents and Class Email Broadcasters also have the ability to email their classmates directly from our database, so the more up to date emails we have, the more people receive information on your upcoming reunion.

To confirm Class Officer position/role designation or to designate a class member as Data Base Manager or Email Broadcaster, the Class President will need to contact the Holly Powers holly.powers@usna.com.

When updating classmate contact information it is important to enlist the help of Company Reps to find lost or non-updated company mates. All classmates should be directed to www.usna.com Online Community to update their personal information. For those who prefer, they can also call our main line at 410-295-4000 and our receptionist will be happy to update their record.

Please contact the Online Membership Services Coordinator Paige Fuller membership@usna.com 410-295-4026 for technical questions or comments related to the Online Community.
PUBLICITY

Once the reunion planning committee has determined a date and secured a hotel, the next step is to \textbf{GET THE WORD OUT} so that classmates can \textbf{SAVE THE DATE}. This can be done by one or more of the following:

- Sending out a post card
- Sending out an email
- Mentioning the reunion plan in the class \textit{Shipmate} column
- Placing two free full page ads in \textit{Shipmate} during the reunion year
- Sending out a single or multiple page reunion information mail out
- Updating the class website to reflect the class reunion information

\textbf{POST CARD}: To draw classmates to the class website and to inform those who do not subscribe to \textit{Shipmate}, are not members of the USNA AA or have not updated their email contact information. Annapolis Post Box at (410) 268-6245 can assist with processing and sending.

\textbf{SHIPMATE COLUMN AND ADS}: Any class having a major (every 5 yrs) can have 2 full page ads (color is fine) in the year leading up to the reunion. The image size is approximately 7 inches \times 9 inches. Most classes send a word doc containing their schedule/details/POC info and Shipmate will design the ad in our magazine format and include your class crest. Feel free to create your own ad and send it by the class news deadline. Shipmate will check it and let you know if it meets our print requirements. If you decide to make your own, please send it as a jpeg, tif or PDF that is high resolution (300 dpi.) — With reunion ads it’s best to send a little before the class news deadline so that we have time to make sure it is the way you want it. You will work with Maria O’Shea to place ads in Shipmate. Please email your ad to: maria.o’shea@usna.com.

\textbf{MAILOUTS}: For major reunions, 50\textsuperscript{th} and above, 3 free mail outs (2 one page, single sided and a final multiple page not to exceed the cost of regular postage in weight) are provided to all graduates, non graduates, widows and remarried widows. The Class Reunion Manger Holly Powers holly.powers@usna.com will assist with the administrative end of the mail out: duplication/preparing labels, mailing letters ranging from bulk to first class mailing in USNAA AA envelopes marked “Reunion Mailing.”

\textbf{WEBSITE}: The class website is the perfect venue to advertise the details on the upcoming reunion. Be sure to list the hotel, schedule of events, and registration information. If you do not have a website, the USNA AA offers free hosting for completed class websites. We also offer Word Press website shells complete with the Alumni Association branding and ready for members of the class to populate. Please check with Holly Powers holly.powers@usna.com for more information or assistance with setting up a Class website.
ONLINE REGISTRATION AND MANAGEMENT OF REUNION MONIES

Online Registration: The Alumni Association offers online reunion registration services to our reunion classes.

Holly Powers will go over the on-line registration process with the class Reunion Chairman. The Online Registration Form (ORF) is below. The ORF must be typed and returned to Holly Powers holly.powers@usna.com.

On-line registration can be set up 6-8 months before the reunion date. Reunion attendees will be directed from the class website to the USNA AA website www.usna.com. Reunion attendees will need to set up an account in the USNA AA Online Community. Once logged into the Online Community, classmates will first update their profile before they proceed to a secure area to sign up for the reunion.

Management of Reunion Monies via Online Registration:

The Alumni Association offers a “Cash Management System” wherein all monies remitted for reunions can be received, processed and deposited directly into a Class Alumni Association Account at USNA AA. This service includes credit card payments and processing. The Cash Management System Agreement Form must be signed by the Class President or Treasurer and returned to Holly Powers holly.powers@usna.com. The Cash Management Agreement Form is found below.

The USNA AA provides twice a month payment of class authorized invoices. Payments made through the Class Alumni Association Account will benefit from our Maryland Tax Exempt status. For a state tax exempt certificate contact Accounts Payable Coordinator treasops@usna.com in the USNA AA Treasury Department or stop by to pick one up anytime.

When a vendor needs to be paid, the amount of check and who it is to be paid to (plus authorization via email) must be provided to the Accounts Payable Coordinator Linda Reyes. treasops@usna.com

Checks are normally cut on the 10th and 25th of each month. Check requests must be received two weeks in advance. Please inform your vendors of these deadlines so they will request payment within our check cutting parameters.
REUNION ONLINE REGISTRATION FORM

Reunion Coordinator,

Thank you for choosing the USNA Alumni Association & Foundation to host your online reunion registration. Please type up the following form and return it to Holly Powers (holly.powers@usna.com) at your earliest convenience!

Thank you,
USNA Alumni Association & Foundation

General Information:

Class Year:

Reunion Dates (start & end):

Reunion Coordinator
Name:
Phone:
Email:

Reunion Schedule of Events: (Copy and paste SOE here)

Reunion Cost Summary: (please make a list of each event/activity that has a cost, and include the amount to be paid.)

Events/Activities Details (please list each event that has a cost/fee or that you will need a head count for in greater detail below):

Instructions:

1. Please list events in the order that you want them to appear online
2. Events/activities with no fees can also be listed so that you can keep accurate attendance counts.
3. Please check your spelling and check any links to websites. This information will be copied and pasted into the website as is.
Name:
Start time:
End time:
Description (optional):
Is this event mandatory?
Cost:
Coordinator & Contact Info (if different than Reunion Coordinator):

Name:
Start time:
End time:
Description (optional):
Is this event mandatory?
Cost:
Coordinator & Contact Info (if different than Reunion Coordinator):

Name:
Start time:
End time:
Description (optional):
Is this event mandatory?
Cost:
Coordinator & Contact Info (if different than Reunion Coordinator):

Name:
Start time:
End time:
Description (optional):
Is this event mandatory?
Cost:
Coordinator & Contact Info (if different than Reunion Coordinator):

Lodging

Hotel Name:
Package Information:
Address/phone #:
Link (please provide a complete URL for the website):

Hotel Name:
Package Information:
Address/phone #:
Link (please provide a complete URL for the website):

Football:
Navy vs.:
Game time:
How to buy tickets (description for your classmates – include link and class user id/password for NAAA sites):

Additional Requests
*we do our best to accommodate additional requests

Administrative:

Email addresses for anyone that would like a copy of all registration confirmations as they come in:

Nametags: would you like to collect names for nametags for attendees and guests?

(Circle or highlight one) Yes  No

Online Report Access: name and email addresses for people who will need access to the online reports:
U.S. NAVAL ACADEMY ALUMNI ASSOCIATION
Cash Management System Agreement
With the Class of ______

Lockbox Services:
The U.S. Naval Academy Alumni Association will provide for the class of ______ a Cash Management Collection and Bookkeeping Service for payment of reunion events, merchandise, and fees. Cash Management services are provided through the operations of a Lockbox operating system contracted with the Association’s operating bank. All monies collected are deposited into the Class of ______ operating account managed by the USNA Alumni Association. The class of ______ agrees to pay a three percent (3%) processing fee for all credit card transactions including refunds.

Paper registrations will be returned and held in the USNAA AA Treasury Department located on the 2nd Floor of 49 House. A class representative is responsible for collecting Lockbox materials on a weekly basis.

On-line Registration:
All monies collected on-line are processed through a Secure Socket Layer (SSL) connection for credit cards and deposited into the Class of ______ operating account managed by the USNA Alumni Association. The class of ______ agrees to pay a five percent (5%) processing fee for all on-line transactions including refunds.

A designated and authorized reunion official will be allowed to view detailed individual and collective reunion registration/payments online on a real-time basis through Online Community.

Payment of Bills:
The Class Treasurer, President or assigned representative may authorize checks to be written from the class account. Checks are written on the 10th and 25th of each month. All invoices must have signed approval prior to being submitted for payment. Please forward invoices with signed approval to USNA AA Accounts Payable department two days prior to check date.

Refunds
The Class Treasurer, President or assigned representative may authorize refunds. All refunds are issued on the 10th and 25th of each month. Refund requests must be submitted in writing at least two days prior to the process date. Information must include amount, name, address and class year of registrant. Refund for lockbox credit card transactions will be refunded by check. Online credit card transactions will be refunded to the credit card used for the original transaction.

Printed Name of Class Official

____________________________________________________________
Printed Name of Class Official

____________________________________________________________
Signature of Class Official

DATE

____________________________________________________________
Treasury Acknowledgement

____________________________________________________________
Treasury Acknowledgement

DATE
TAILGATE ASSIGNMENTS AND FOOTBALL TICKETS

Tailgate Assignments for Game Day: The following procedures apply to reserve your perimeter, Class Ring North East (CRNE) or Class Ring North West (CRNW), ’53 pavilion, the water tower or Navy Fest tailgate spot:

A written request must be submitted one year in advance to:

Kris Whitacre Morgenthaler | Assistant Athletic Director ~ Marketing & Promotions
Naval Academy Athletic Association | 566 Brownson Road | Annapolis, MD 21402
(410) 293-8712 | (410) 293-8954 (fax)
whitacre@usna.edu

A written reply of tailgate area assignment will be provided to each requesting group. The tailgate site fee does not include catering. Please note that you must use a caterer from the NAAA list of approved caterers. For an updated list, please see www.navysports.com (under Athletic Department, then Athletic Facility Rentals).

If you would like to use the N Star Banquet Room for your tailgate, please contact Martin’s & Bo Brooks at the Academy to book and work out catering. They can be reached by calling (443) 221-4051 or sending an email to: chaendel@bobrooks.com. Please note that Bo Brooks has exclusive catering rights on this space in the stadium.

The NAAA requires tailgaters to use preferred caterers. Please check with the NAAA for a current list of eligible caterers.

Additional Tailgate Security:

There will be security assigned to your tailgate area, but each class has the option to hire additional security if they would like. For more information on this, please contact the SAFE Office at 443-865-6070.

Football Tickets: Give the NAAA Ticket Office a phone call at the two-year point. Call again 1 year out. The NAAA Ticket Office contacts for ticket purchases are (410) 293-8791 or (410) 293-8704.

Reunion Classes are given a “group pin-number” that your classmates can use to order tickets online or by phone.

Prices are always subject to change, please check with the NAAA for season prices.

Football Game Schedule: www.Navysports.com
Security and Parking Procedures for Home Football Games:

The Naval Academy would like to remind fans of security precautions that have been in place at Navy-Marine Corps Memorial Stadium since the Sept. 11 terrorist attacks on America.
There is a limited re-entry policy for those leaving the game. Stadium re-entry is permitted beginning at half-time through designated gates on each side of the stadium.

Fans will be allowed to bring in diaper bags, fanny packs, small purses, seat cushions and blankets, though all items brought into the stadium will be searched. Fans bringing such items will be directed into a bag check line at each gate. Fans without these items may enter through the express line at each gate.

Due to heightened security, all persons and items are subject to search.

Large bags, backpacks, coolers, containers of any kind, cans, bottles, glass, water bottles, umbrellas, sticks, and alcoholic beverages are not permitted into N-MC Memorial Stadium.

Stadium parking is restricted to season ticket holders or advanced ticket sales. Parking is available in surrounding parking garages, Germantown Elementary School and Park and Ride on Riva Road. Shuttle buses are available during the games.
MEMORIAL SERVICES

Perhaps the most important event of your class reunion is a memorial service to remember those classmates that have gone before us. USNA AA Memorial Affairs (obits@usna.com) can provide an updated list of deceased classmates. The alumni association staff are here to support your class in answering questions, sharing experiences and providing lessons learned. The location and manner for the ceremony conducted varies from class to class, and year to year. USNA facility availability may dictate when and where your memorial event will fit into your reunion schedule.

Chapels

USNA Memorial Affairs will be coordinated through Holly Powers, USNA Special Events and Support Services in the Main Chapel, St. Andrew’s Chapel, and the Uriah P. Levy Center and Miller (Jewish) Chapel. Services include a chaplain, music, and bugler. Classes are responsible for choosing readings and providing persons to read them.

Space for memorials need to be reserved up to one year in advance. Please include on the reunion SOE and the Holly Powers will work with the USNA Special Events Office to schedule your event in one of the USNA Chapels. There are no charges for memorials in the chapel.

In addition, once a service is scheduled and approved, please contact the Memorial Affairs Coordinator, Sharon Moffatt to discuss the details of your class memorial.

Sharon L. Moffat, Memorial Affairs Coordinator
Moffatt@usna.edu
Phone (410) 293-1101

Reservations for memorial services are contingent on the availability of the chapel and schedule of the chaplains. Class members who are ordained clergy should officiate if possible.

Available times for memorial services in the Main Chapel, St. Andrew’s Chapel are Monday through Thursday from 0900 to 1400, Friday from 0900 to 1100, and Sunday at 1300, except on holidays.

Uriah P. Levy Center and Miller (Jewish) Chapel

Chapel memorial services may be conducted in connection with USNA class reunions and are to be non-denominational conducted by a Naval Academy Jewish Chaplain

Ceremonies may be held in the Uriah P. Levy and Miller Chapel on Sundays from 0900-1200

Other Locations
Services for other locations throughout the yard are not coordinated by Memorial Affairs but Holly Powers will assist in securing space for a memorial service elsewhere, if necessary, such as Triton Light, or Memorial Hall. For memorials at these other locations, Chaplains, flowers and music are the responsibility of the class. To schedule a Chaplain for one of these venues please contact the Chaplain Center directly (410)-293-1100.

Memorial Hall/Triton Light

For memorials performed in Memorial Hall or out at Triton Light, Holly Powers will work with the USNA Special Events Office to schedule your event. A standard set-up may be provided in Memorial Hall that will include a dais, one podium, and up to 200 chairs. No chair or podium set up is provided for Triton Light.

Ceremonies may be held in Memorial Hall or at Triton Light Monday through Friday 0800 – 1130 and 1330-1600.

To request the USNA Band:
Please visit their website: http://www.usna.edu/USNABand/ and select Request Band and fill out the online application.

To request Color Guard:
Contact: USNA Medical Color Guard, HM2 Matthew Burke / 410-293-1130
matthew.burke@med.navy.mil

Classes are welcome to bring a portable player to provide their own music.

Memorial Hall Protocol

USNA INSTRUCTION 5060.6 provides guidelines for those alumni to be honored in Memorial Hall. (https://www.usna.edu/AdminSupport/_files/documents/instructions/5000-5999/USNAINST%205060.6%20Memorial%20Hall%20Honorees.pdf) The names of alumni Killed in Action, or lost in Operational events are listed in Memorial Hall on Class lists. For classes that choose to hold reunion memorial ceremonies in Memorial Hall, special care should be considered in recognizing those who have been lost by other means besides KIA or Operational Loss. For recognized deceased classmates who are not KIA and OPS loss listed in Memorial Hall, special class reunion planning and procedures are recommended with particular attention to this issue by Class Reunion coordinators, the Alumni Association Reunion staff and the Alumni Association Memorial Affairs staff. This aspect of class reunion Memorial Services must be coordinated carefully in planning and execution. Lessons Learned and FAQs can be provided from the Alumni Association by working with Holly Powers.

NMCMS Stadium Battle Arches
Classes also have the option to hold memorial services at NMCMS Stadium. Please contact the stadium directly for pricing and options, navystadium@usna.edu, (410) 293-9706.

Memorial Programs

Classes are responsible for providing their own programs. Kinko’s in Annapolis, MD (410) 573-5600 has a wide range of paper, printing, price and a quick turnaround.

Examples of recent reunion Memorial Service programs and a memorial notification letter are found below.
Date

Spouse/parents
Address

Dear Spouse/Parents,

As a classmate of your (husband/son/daughter/wife) and the coordinator of the memorial service for our ______ Reunion, I welcome you to join the Class of ______ in remembering (name of the deceased) and each of our other deceased classmates. The service is scheduled to occur at the Naval Academy on _______________________ at the (location, Chapel, Memorial Hall, and Mahan Hall).

The memorial service offers an opportunity for the Class and its family to remember the service of our fallen classmates in a spirit of prayer. While we may no longer share the camaraderie with (name of deceased) as we did in years before, we will long hold (name) in our hearts. Our bond to him/her remains with you. We hope you will be able to share this occasion with us.

If you are able to attend the service, we would appreciate if you could notify us. Please contact me or (name) using the information provided below.

Name
Address
Phone and email

Sincerely,

(Name)

____________________________________________________

Following the ceremony, a follow up letter is typically very well received.

Dear Spouse/Parents,

Thank You for attending the Class of XX reunion events. I hope that the event met your expectations. My classmates were all profoundly touched by your attendance. We look forward to keeping your family included in our reunion events in the future. Please contact me with any questions or concerns. Your family remains in our thoughts and prayers.

Sincerely,

(Name)
Psalm 23

The Lord is my shepherd; I shall not want.
He maketh me to lie down in green pastures
He leadeth me beside the still waters.

He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil; for thou art with me; thy rod and thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies; thou anointest my head with oil; My cup runneth over.

Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the Lord for ever.

Welcome
Chaplain

“America the Beautiful”

Welcome Invocation
Deacon Ted Casimes ‘54

Old Testament Reading Psalm 107:23-33
Read by Bill Perry ‘54

Response by all Psalm 23, Read in Unison

Litany Prayer of the People & Collect Bill Hargrave ‘54

Homily Bishop John Rogers ‘54

Hymn “Eternal Father, Strong to Save”

Benediction Deacon Ted Casimes ‘54

TAPS

Organ Postlude

MEMORIAL SERVICE
Class of 1954
June 9, 2008
10:00
Piper
Prayers of the People

Reader: Let us pray for our deceased classmates our brothers and friends. With them we shared everything of ourselves in the brightest and tenderest years of our lives. That they may enjoy eternal life with the Heavenly Father and never be far from our thoughts and memories, let us pray to the Lord.

PEOPLE: LORD, HEAR OUR PRAYER

Reader: Let us pray for our deceased wives and children of the class. They are members of the class in its deepest heart, our loves, our steadfast companions, loyal helpmates, faithful in the long watch. May they now rest in eternal life, we pray to the LORD.

PEOPLE: LORD, HEAR OUR PRAYER

Reader: Let us pray for all here present, and for those Classmates and wives who could not come; for our wives and our children and their spouses and their children. That we may remain firm in love, loyal to one another and to them, let us pray to the Lord.

PEOPLE: LORD, HEAR OUR PRAYER

Reader: Let us pray for our country and for our Armed Forces, especially those in the Middle East and for those who have given their lives and for all those who have been wounded going into harms way. We pray that truth and justice will prevail. Let us pray to the Lord.

PEOPLE: LORD, HEAR OUR PRAYER

Reader: Let us pray for the Midshipmen. That they may ever remain true to high ideals and that the Academy may ever remain a sanctuary of pride of service and sacrifice to the United States of America. Let us pray to the Lord.

PEOPLE: LORD, HEAR OUR PRAYER

COLLECT: Lord God Almighty, who has made all the peoples of the earth for thy glory. Grant to the people of our country a zeal for justice and the strength of forbearance that they may use our liberty in accordance with thy will. Amen

Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bidd’st the mighty ocean deep
Its own appointed limits keep,
O hear us when we cry to thee
For those in peril on the sea!

Eternal Father, grant, we pray
To all Marines, both night and day,
The courage, honor, strength and skill,
Their land to serve, thy law fulfill;
Be thou the shield forevermore
From every peril to the Corps.

Now colleges from sea to sea may sing
Of colors true,
But who has better right than we to hoist
A symbol hue;
For sailors brave in battle fair since fighting
Days of old,
Have proved the sailor’s right to wear
The Navy Blue and Gold

For the ’54 At “54”

How long-and yet, how short-a time it seems
When all of us were vigorous and bold,
When we could cherish great ambitious dreams
And never dread the shade of growing old!
These days, most dreams are dust, and youth is fled,
Our once-full ranks grow thinner, year by year-
We learn, as gray philosophers have said,
How frail is memory, and yet how clear!
Dear names and distant faces still arise
Whenever two or three of us may meet,
We smile and laugh, and tell each other lies
That even Salty Sam dares not repeat.
Remember being fitted for our blues?
The anxious scanning of our posted grades?
The salt airs of that famous Youngster cruise?
The thumpty-thump of Worden Field pads?
Now we are gathered for our “Fifty-four”,
So much has changed, yet much we knew remains,
The Seal and Crest our golden signets bore
Are linked forever by those tiny chains.
As are our hearts—however long we may
Abide in life, as the slow seasons pass,
Let us stand firm and tall, be proud to say
We made our mark, we counted, as Class!

Richard Raymond ‘54
VENUES - USNA, NAVY-MARINE CORPS MEMORIAL STADIUM AND ALUMNI HOUSE

USNA

All requests to conduct events in facilities on USNA grounds are to be submitted 8 months in advance to Holly Powers who will act as the POC and work with the USNA Special Events team to secure locations for reunion events on the yard.

There have been several changes to the instructions and the following venues are currently available for reunion events providing they do not interfere with official USNA events.

Briefings and Presentations
Alumni Hall
Mahan Hall
Mitscher Hall
Various lecture halls (depending on the number of attendees)

Lunches, Dinners, and Receptions
Alumni Hall – arena floor for the 50th reunion only
Bo Coppelge Room (Alumni Hall) – maximum capacity 283
Alumni House – Ogle Hall
Naval Academy Club- Banquet rooms

Memorial Services
Main Chapel
St. Andrew’s Chapel
Levy Center
Memorial Hall

Golf
Call Coach Owen at the Naval Academy Golf Course (410) 757-2022 and follow up with a written request listing date, amount of players and time as soon as your reunion date is selected.
Send written request to:

NAGA Advisory Board, ATTN: Pat Owen
64 Greenbury Point
Annapolis, MD  21402

The NAGA Board meets in January to determine the year’s schedule.

Superintendent Briefing Requests
Class reunion briefings are normally held at 1350 on Fridays, prior to a scheduled formal parade. All Superintendent Briefing Requests should be included on the reunion SOE and are processed through Holly Powers who will act as the POC and work with the USNA Special Events team to schedule the Superintendent brief.
Catering in USNA Facilities
Classes are responsible for scheduling and contracting catering for reunion events. Functions within Naval Academy facilities, regardless of the sponsoring activity, will be exclusively catered by the Naval Academy Business Services Division (NABSD) also known as Naval Academy Catering. Naval Academy Catering is based in the Naval Academy Club, and its professional catering staff can help members plan everything from large receptions and dinners, to small business lunches, conferences or golf outings. You can contact Naval Academy Catering at 410-293-2897.

Parking on the Yard
Parking in the Yard is extremely limited. Home football weekends, homecoming, and multiple reunion weekends are the most crowded.

Accessing the Yard
Only drivers with military, DOD ID cards will be allowed to drive in through GATES one and eight. Anyone may walk through Gates one, three or eight with government issued photo identification. Please note that security will require two photo identifications from people using driver licenses from specific states. Please check the USNA visitor center website for current security restrictions https://www.usna.edu/Visit/ prior to your reunion.

Exceptions are:
People who have a handicapped plaque card, along with the handicapped card, can enter any gate with. Such vehicles and passengers are subject to search.
Navy-Marine Corps Memorial Stadium (NMCMS)

Classes will deal directly with NMCMS to schedule and plan events in NMCMS facilities.

Picnics
‘53 Pavilion, (non-game day)
Captain’s BBQ and Superintendent’s Tent- (non-game day)
Bilderback-Moore LAX Hall of Fame Tents

Lunch/Reception/Dinner/Dance
N Room (Banquet Facility)
Navy Lacrosse Hall of Fame (Banquet Facility)
Flag Bridge (non-game day)

Suites
Bilderback-Moore LAX Hall of Fame
Akerson Tower (non-game day)

Memorial Services
Battle Arches
N Room Banquet Facility

The NMCMS Banquet Facilities

Reservations for the N Room and Navy Lacrosse Hall of Fame Room are accepted by the exclusive caterer “Martin’s & Bo Brooks at the Academy”. They can be reached by calling (443)221-4051. Bo Brooks requires a non-refundable 50% deposit to confirm your reservation. A check made to “NAAA” is the only accepted method of payment. The remaining balance will be invoiced for payment due 30 days prior to the date of the event. If a reservation is submitted less than 60 days prior to the event date, payment in full is required at the time of reservation.

Reservations for venues other than the N Room or Navy Lacrosse Hall of Fame are made by contacting the stadium directly:
1. Mail to: Attn: Stadium Sales
   Naval Academy Athletic Association
   566 Brownson Road
   Annapolis, MD 21402-5040
2. Email to: navystadium@usna.edu
3. Call (410)293-9706.
4. Fax to: (410)293-9712
Catering & Event Set-up at NMCMS

Banquet Facilities – The N* Room and Navy Lacrosse Hall of Fame Room catered exclusively by “Martin’s & Bo Brooks at the Academy”, they can be reached by calling (443) 221-4051.

1. **N Room Description**: Located at Navy-marine Corps Memorial Stadium and Park, the N* Room is banquet room is a 9,000 square foot room that is dividable into three sections (Sections A, B and C). Section A includes a bar area. The Stadium Banquet Room is available year round.

2. **N Room Capacity**: The room capacities are listed below (Banquet/Meeting)
   
   a. Sections “A”, “B”, and “C”: 540/1,150
   b. Sections “A”: 230/500
   c. Section “B”: 140/300
   d. Section “C”: 160/340

3. **N Room Scheduling Policy**: Reservations will be taken up to five years in advance of the event date for Naval Academy and Class Alumni functions and two years in advance of the event date for non-Naval Academy and non-Class Alumni functions.

Stadium Suites – The stadium suites are catered exclusively by “The Main Ingredient”. NAAA provides pre-designed suite menus separately; the point of contact is Lauren Esterson at (410)293-8787 or esterson@usna.edu

The facility site fee does not include catering.

Scheduling and Class Precedence Policy at NMCMS

Reservation requests will be taken up to five years in advance of the event date for Naval Academy and Class Alumni functions and two years in advance of the event date for non-Naval Academy and non-Class Alumni functions. In accordance with USNA Superintendent’s guidance, the following alumni class precedence is assigned:

1. 50th reunion
2. 60th, 65th, or higher reunion
3. 40th reunion
4. 30th reunion
5. 25th reunion
6. 20th reunion

Other classes on first-come, first-served basis

Note: To reserve facilities for a class reunion on home football weekends, reservations must be made by the above classes at least two (2) years in advance so that commitments to other class functions can be made.
Parking at NMCMS

All parking at NMCMS is on a paid basis only and managed by Pinnacle Parking. The fees of $5/car and $20/RV apply to all users of the NMCMS hospitality venues including the N* Room, Navy Lacrosse Hall of Fame, Flag Bridge, Superintendent’s Tent, Class of ‘53 Pavilion, etc. No overnight parking is allowed. Vehicles remaining overnight are subject to towing at owners expense.

Each event must be registered by visiting www.pinnacleparking.com where two payment options are provided. Payment can be arranged either by collecting from each vehicle as it enters the lot, or by counting the vehicles as they enter the lot for a specific event and sending a master bill to the event sponsor for that number of vehicles. All guests will typically enter the parking lot through Gate 5 off of Taylor Avenue. Pinnacle Parking can be reached at (410)263-7151 or info@pinnacleparking.com.

Audio-Visual at NMCMS

Any A/V needs that are not met by the equipment provided in either the N Room or Navy Lacrosse Hall of Fame may be arranged through one of our “Preferred” A/V Companies. Groups are permitted to provide their own A/V equipment. The facility fee does not include additional equipment.

Additional Questions and concerns can be directed to navystadium@usna.edu or (410)293-9706.

For all Game-Day hospitality questions please contact: Kris Whitacre-Morgenthaler – (410)293-8712, whitacre@usna.edu

USNA Alumni House/Ogle Hall

Classes also have the option to rent Ogle Hall, your Alumni House, for a variety of events, including reunion registration/check-in, cocktail parties, VIP receptions, and other reunion related events.

For reunion check-in:

In the Ballroom (or other available space, at Events staff discretion): $200/day
Monday-Friday, 8:30am-4:30pm

Light beverages will be supplied: lemonade, iced tea and water.
- Any other food or beverage must be arranged through the Events staff. (event rental rules apply) No outside food or beverages may be brought in.

Check-in room will be furnished with a table and 4 chairs. Bookings are first come/first served.

Meeting Rooms (during normal business hours only, Monday-Friday 8:00am – 5:00pm):

- Use of 49 Conference Room is free of charge and available Monday-Friday. Maximum of 8 people.
• Use of Taproom is $50/hour. Maximum of 20 people.

• All beverage and/or food are supplied in house (no outside food/beverages allowed) at normal prices.

• Meetings must be scheduled with Events office, subject to availability.

5 Year Reunions:

Classes hosting their first five year (5th) reunion may use Ogle Hall and have a choice of one of the following free of charge:

• Check-in/Registration: Only during regular hours (M-F, 8am-5pm)

• House and grounds rental for any non-Saturday for a three hour Cocktail Reception
  o Catering, bar services, rental of tables/chairs and tableware are not included in the rental and will be coordinated with Ogle Hall at an additional cost
  o Additional time may be coordinated at $500/hour
  o Minimum of $500 for food and beverage. Must select caterer from approved list; no outside food or beverages may be brought in.
  o All normal event guidelines must be followed.
  o Class representative must sign all event paperwork with Ogle Hall

For more information or to schedule an event at the Alumni House, please contact: events@usna.com or call 410-295-4018 or 410-295-4019.
ACCOMODATIONS AND VENDORS

Accommodations

Hotel reservations should be made as soon as a reunion week-end has been selected. Many hotels will sign a contract as far as five years out and will lock in a reasonable rate. Be sure to consider the banquet facilities your class might possibly need when choosing a host hotel. Contracts and reservations are the reunion committee’s responsibility.

Below is a list of Annapolis hotels. *Bold listings are downtown Annapolis locations*

**Annapolis Accommodations** 410-263-3262 / 800-715-1000
41 Maryland Ave., Annapolis, MD 21401 [www.stayannapolis.com](http://www.stayannapolis.com)
Annapolis Accommodations provides furnished temporary housing & vacation rentals in and around Annapolis, Maryland

**Annapolis Waterfront Hotel/Pusser’s** 888-773-0786
80 Compromise St., Annapolis, MD 21401 [http://www.annapoliswaterfront.com/](http://www.annapoliswaterfront.com/)
150 guestrooms – no shuttle available

**Country Inn & Suites** 410-571-6700 x501
2600 Housely Road, Annapolis, MD 21401, [www.countryins.com/usnaha](http://www.countryins.com/usnaha)
100 guestrooms – shuttle available to downtown Annapolis

**DoubleTree Hotel Annapolis** 410-224-3150 / 800-266-7631,
210 Holiday Dr., Annapolis, MD 21401, [www.doubletreeannapolis.com](http://www.doubletreeannapolis.com), Ask about Parents Loyalty Club!
219 guestrooms – shuttle available to downtown Annapolis

**Georgian House Bed & Breakfast** 410-263-5618 / 800-557-2068
4 guestrooms

**Hampton Inn & Suite Annapolis** –410-571-0200,
124 Womack Drive, Annapolis, MD 21401, [www.annapolissuites.hamptoninn.com](http://www.annapolissuites.hamptoninn.com)
117 guestrooms – taxi service available

**Historic Inns of Annapolis** 410-216-6327 / 800-847-8882,
58 State Circle, Annapolis, MD 21401, [www.historicinnsofannapolis.com](http://www.historicinnsofannapolis.com), Special group and military packages available!
124 guestrooms – local shuttle service only available

**Hotel Annapolis**
126 West St., Annapolis, MD 21401
216 guestrooms – Sundance Enterprise Town Car and taxi service available

**Hilton Garden Inn Downton Annapolis**
174 West St., Annapolis, MD 21401
TEL: +1-410-990-1100
www.annapolisdowntown.hgi.com
120 guestrooms

Crown Plaza Hotel
173 Jennifer Rd., Annapolis, MD 21401,
96 guestrooms – local shuttle service only available

Spring Hill Suites Annapolis
189 Admiral Cochrane Dr., Annapolis, MD 21401, www.marriott.com/bwisu
120 suites – no shuttle service available

The State House Inn
410-990-0024
25 State Circle, Annapolis MD 21401 7 guestrooms

The Westin Hotel Annapolis
100 Westgate Circle, Annapolis, MD 21401, www.westin.com/annapolis
225 guestrooms – shuttle service available

Banners and Signs
The following are companies used by classes in the past
(These companies do not have a formal relationship with the USNA AA)

Signcraft Graphic Arts
(410) 268-2008, signcraft@signcraft.com or www.signcraftannapolis.com
2012 Renard Court
Annapolis, MD 21401

Signs by Tomorrow
(410) 266-3341 or FAX (410) 266-0691 email: annapolis@signsbytomorrow.com
Signs and Lettering in 1 Day. Specializing in large fake checks!
213A Generals Highway
Annapolis, MD 21401

Woodgoes Signs
(410) 798-4409, (443) 336-4398
woodgoes@comcast.net
160 Mayo Road
Edgewater, MD 21037
Large tent banners, very reasonable

Cruises (cocktails, dinners and luncheons)
The following are companies used by classes in the past
(This company does not have a formal relationship with the USNA AA)
Entertainment

The following are companies used by classes in the past
(These companies do not have a formal relationship with the USNA AA)

The Fabulous Hubcaps http://thehubcaps.com/

Kenny B Productions (Events Productions/DJ Services) (757) 460-3694

Navy Band: Master Chief Ascione works with the Navy Band members, who do some moonlighting; he can be reached at ascoine@usna.edu or (410) 293-1264.

Zem Zemaral Orchestra: Contact: Gene Bonner at (410) 256-4825 / www.swazze.com
Orchestra: Zem Zemaral Orchestra out of Baltimore (many of the members are former members of the USNA Band or USN Band in DC.) and have played at reunion functions. They can provide:

- one classical guitarist
- a woodwind trio (clarinet, flute and bassoon)
- a flute and harpist
- Strolling violinists

The Bill Elliott Trio at (410) 875-2944

“Deal Wid it” (Classic party rock) at eeaves@pvproductions.tv or call 1-703-203-5060.

Davis Deejays Annapolis (410) 263-8152
Toll free- 1888-DAVIS-DJ

Bialeks Music: (301) 340-6206 www.bialeksmusic.com; one of Washington’s leading entertainment companies, offering a variety of bands and DJs as well as soloists, ensembles and specialty bands.

Gene Donati Presentations: (301) 294-1600 can provide everything from Glenn Miller-style swing to Motown and pop. Mccuskerandbarrickmusic.com

James E. Richards, 5175 Chalk Point Rd., West River, MD  20778
(410)867-0639. All the members of this group are retired Naval Academy Band Musicians.

Florists

The following are companies used by classes in the past
(These companies do not have a formal relationship with the USNA AA)

Flowers by Donna, 58 Maryland Ave, Annapolis, MD 21401
http://www.flowersbydonna.org/ , (410) 263-1112
Sandi’s Flower Shop, 260 King George St. Annapolis, MD (across from Ogle Hall and St. John’s). www.sandisflowershop.com (410) 268-0188

Flower Box, corner of Forest and Spa (Pink Cottage) 1600 Forest Drive, Annapolis, MD (410) 267-0876

**Memorabilia/Apparel/Specialty Items/Name Tags**

*The following are companies used by classes in the past*
*(These companies do not have a formal relationship with the USNA AA)*

**Anchor Enterprises**
8606 Wintergreen Court #106
Odenton, MD 21113
Phone – (410) 874-3620
Contact - Steve Phillips USNA ’67 Email - steve@anchorenterprises.com
Anchor Enterprises recommends classes contact them at least one year in advance of reunion, Preferably earlier.

**Capital Gifts and Awards, Inc.**
Gary Harkins (410) 266-2551

**G & G Outfitters** (301) 731-2099-John Lamon

**Free State Printing, Inc.**
90 Russell Street, Suite 300, ANNAPOLIS, MD 21401-3657
P: 800-754-7029 F: (410) 267-6106

**Weems & Plath | Conant**
214 Eastern Avenue, Annapolis, MD 21403
office – 410.263.6700 x23 | fax – 410.268.8713
www.weems-plath.com | www.conantcollections.com

**Photography/Video**

Debbie Latta at (410) 295-6887 or lattavp4@aol.com

Photo Op, LLC
info@photo-op.com
443 886 4867

K.R.R. Photography (410) 280-3535 info@krrphotography.com

In Focus Studios and Video (443) 871-5624

TAPSNAP DC
Tours of the Yard and Annapolis

USNA Visitor’s Center – Armel – Leftwich Visitors’ Center (410) 263-6933

The Visitor’s Center features the film “To Lead and to Serve,” guided walking tours, exhibits on midshipmen life, the original wooden figurehead of Tecumseh, a model of the USS Maryland, a gift shop and the Galley café.

Watermark Walking Tours of Downtown Historic Annapolis
(410) 263-5401

Historic Annapolis tour by bus: www.discover-annapolis.com / (410) 626-6000 or info@discover-annapolis.com

Transportation

Below is a list of transportation providers used by the Alumni Association to transport people locally and to and from away football/basketball games:

Annapolis Bus Company, Inc. **A Corporate Sponsor and Highly Recommended**
Ross Cohen
(410) 266-3392
(888) 954-6501
bus@annapolisbus.com
www.annapolisbus.com

Annapolis Trolley
info@annapolistrolley.com
(410) 626-6000

Airport Shuttle Service the following are companies used by classes in the past (These companies do not have a formal relationship with the USNA AA)
The Super Shuttle Company runs vans from Baltimore’s BWI airport to major hotels in Annapolis. Please see supershuttle.com or call 1-800-258-3826 for rates and reservations.

The Airport Shuttle Inc. – Rides to and from BWI, Dulles, National airports Please see airportshuttle.com or call1-800-776-0323 / Local (410) 381-2772 for rates and reservations.

CITY OF ANNAPOLIS LIQUOR LICENSE REQUIREMENT

Liquor Board License requirements for major reunion tailgates

APPLICATION REQUIRED
If your tailgate is inside the stadium gates, or if your caterer is providing the liquor, you do not need a license.

City of Annapolis Liquor Board License – NEW REQUIREMENT

If your caterer has a MD State License, they are responsible for applying for the license and paying the $50.00 fee.

If not, and caterer is a smaller operation, the following procedures apply:

Anyone holding a major tailgate event (where tickets are purchased to attend) is required to have a liquor license administered by the City of Annapolis Liquor Board. Included below is an application for a 1-day liquor license. It will also need to be signed by POC of NAAA. NAAA is ultimately responsible as the ground surrounding the stadium is property of NAAA. It is NOT Government property. Once class representatives have filled out application and put in signatures, NAAA POC (Kris Whitacre at whitacre@usna.edu or 410-293-8712) will insure your application gets to the City of Annapolis.

Application must be filled out completely front and back, including tailgate site number furnished by NAAA. Class representatives will need to indicate in writing how it will be determined that minors will not be served. Include time of event: for games beginning at 1:30 PM, board has not accepted ending times past 7 p.m.; so please do not put down a later time. A copy of the application is found below- you can also access this form online at the city of Annapolis website, www.annapolis.gov

Needed are three officer’s signatures with a contact person, which can be one of the three officers. The POC will need to list a mobile cell phone number. This is a requirement. Return the original form, not a Fax.

NAAA POC will insure it will get to the Deputy City Clerk. A $50.00 check to the City of Annapolis needs to be with the application. Checks are requested from and provided by Accounts Payable staff member at USNA AA. Email linda.reyes@usna.com to request a $50.00 check from your class account made payable to: City of Annapolis.

The application is presented through the Deputy City Clerk at 93 Main Street, 2nd Floor, ATTN: Regina, (410) 263-7942.

The Liquor Board normally meets at 3 pm on first Wednesdays. If a class is planning on a live band or DJ; a representative for the class will be called forward when request is presented. If necessary, a USNA AA representative will be present and accompany class representative. NAAA POC will also be present to answer questions about where the tailgate site is located, etc. Board will require class representative to explain how it is insured that minors will not be served.

The Liquor Board is not comfortable with the answer that people will have nametags; they require wristbands determining who is underage and one central location for check in that all must pass through. Wrist bands are supplied by your caterer’s beer distributor.
Once the board approves the license, the license needs to be picked up at City Hall at 160 Duke of Gloucester St any time before the event. The certificate must be displayed prominently during the tailgate.

Payment (either $35 or $75 depending on whether the class is serving just beer or beer/wine/liquor) is required at the time the license is picked up, and license must be on hand and available at the tailgate.
Application for Special Class C One Day Liquor License

If City property is used, you must also complete a Consumption on City Property Form.

Date to be used ___________________________ Hours _______________________

To be served

___ Beer, $35.00
___ Beer, Wine & Liquor, $75.00

Name of club ____________________________

Non-profit identification number ___________________________ Day phone ________

Contact person ___________________________ Day phone ________

Address of licensed premises ____________________________

Type of event ___________________________ Approximate number of persons ______

Has the applicant ever applied for this type of license in the past? ___ Yes ___ No

If yes, state the date the last license was obtained. ____________________________

Do you intend to have music at this event? ___ Yes ___ No

If yes, state what type of music and the hours: ____________________________

How do you intend to control the service of alcoholic beverages to ensure that minors are not served?

Alcoholic Beverages will be:

___ Provided by guests (bringing their own bottles)
___ Provided to guests, at no charge
___ Provided to guests, for which they will be charged, either by a ticket, admission charge, or at a cash bar. (For use only by clubs or non-profit organizations)

I hereby certify that the above information is true and correct to the best of my knowledge, information and belief and that I have read and understand the statements made on this application.

If any signed statement, report, affidavit, or oath, required under any of the provisions of Article 2B, Section 16-501 of the Annotated Code of Maryland, shall contain any false statement, the offender shall be deemed guilty of perjury, and upon conviction thereof, shall be subject to the penalties provided by law for that crime.

Affidavit of Non-Discrimination

I further certify that I am an officer of a club or licensee for the event applying for a one-day alcoholic beverage license and as such am authorized to execute this Affidavit. I further state that I am competent to testify to the matters stated herein.
Application for Special Class C One Day Liquor License, continued

I hereby acknowledge pursuant to Annapolis City Code Section 7.12.430 - Discriminatory Practices Prohibited, that the organizational by-laws of our club do not exclude individuals from membership on the basis of race, sex, religion, physical handicap, or national origin.

I further acknowledge that a person who signs an affidavit pursuant to City Code Section 7.1.2.430 which contains a false statement intended to avoid the denial of the application is guilty of a misdemeanor.

If approved, this license is granted on the express condition that licensees will designate a person by name who can be reached by telephone throughout the event and who will have the authority and means to control music and noise levels and who will exercise that authority to maintain those levels so as not to disturb neighbors. If necessary to satisfy complaints, amplified voice and/or music shall be suspended entirely. Licensees hereby consent to enforcement of this condition in the sole discretion of the City of Annapolis Police Department.

Contact signature
Phone and cell #

<table>
<thead>
<tr>
<th>Name of officer / licensee</th>
<th>Signature</th>
</tr>
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Statement of Owner of Premises Required In Connection with Alcoholic Beverage Law of Maryland

I HEREBY CERTIFY, that I am the owner of the property named in the foregoing application made to the CITY OF ANNAPOLES under the Alcoholic Beverage Law of Maryland, that I assent to the granting of the license applied for, and that I hereby authorize the State Comptroller, his duly authorized officers, inspectors and clerk, Annapolis City Council, its duly authorized agents and employees, and any peace officer of said City to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the building in which said business is to be conducted, at any and all hours.

WITNESS this ______________ day of ________________________.

Witness of signature
Owner

APPROVED on behalf of the Alcoholic Beverage Control Board.

Theresa Bucalo, Deputy City Clerk

Date

Please feel free to contact the City Clerk's Office at 410-263-7942.

cc: Annapolis Police Department
    Annapolis Fire Department

Date application received

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BRIEFING POINTS

During a class reunion, the Superintendent along with the Vice President of the Alumni Association will welcome back and address the class with a “State of the Academy” presentation. These briefs are typically scheduled at 1350 on Friday afternoons prior to the formal Dress Parade, but this schedule is subject to change.

The Alumni Association is also happy to submit requests for other USNA officials to brief the class. Requests are arranged through Holly Powers.

In preparation for this event, and to properly brief the Superintendent, Alumni Association Vice President or other yard officials, Holly Powers will collaborate with the Class Historian, or another member of the class reunion planning committee to complete the Briefing Notes Form below.

Below is the Briefing Notes Form to be filled out and return to holly.powers@usna.com AS SOON AS POSSIBLE OR NOT LATER THAN 30 DAYS PRIOR TO YOUR REUNION.

We have also included a sample Briefing Notes Form for reference.
Briefing Notes

Please provide the following information to the Director of Class Programs one month prior to the reunion:

Class History
- Beginnings
- Middle
- Present

Events around the Yard during the time as midshipmen

Flags, Generals and Notables

Decorations and Awards

Class Officers

Number of Reunion Attendees with guests

Reunion Highlights Schedule of Events

Number of Parents with Midshipmen currently attending: If known

Number of Parents of Graduates: If known
In 1954, 1207 entered the USNA and on 4 June 1958, 899 midshipmen graduated. They entered the following services:

Navy – Surface, Submarine, Air  587
Supply 28
CEC 10
Marine Corps 70
Air Force 185
Army 1
Foreign Nationals 5
Not Physically Qualified 14

**CLASS HISTORY**

1954  Tradition of mandatory Sunday afternoon “tea fights” resumes.
  12 August- Rear Admiral Walter F. Boone 1921 becomes Superintendent.

1955  Greasing Herndon Monument for Plebe climb following graduation begins.
  1 January – the Navy football team wins the Sugar Bowl 21-0 against University of Mississippi.
  December – the Superintendent, Rear Admiral Walter Boone, approves naming the Natatorium for Rear Admiral Norman Scott 1911 who was instrumental starting Navy’s swimming program.

1956  Navy wins the intercollegiate dinghy national championship for the first time, and will repeat this success in 1957.
  16 March- Rear Admiral William R. Smedberg III 1926 becomes Superintendent.

1957  The Academy’s first field house, named for Admiral William F. Halsey 1904, is completed.
  The Class of 1957 is the first class to graduate in the Halsey Field House.
  Mess Hall is reconstructed and enlarged.
  The Naval Academy squash team wins its first national championship.
  February – a landfill operation is begun that will add 53 acres by filling in Dewey Basin and extending Farragut Field. Upon completion of this work, some 120 acres have been added, by purchase and reclamation, to the original Fort Severn site. The Yard area totals approximately 287 acres.

While many in our class served in Vietnam, we had only four who died there.
We saw service in every theater and every action from 1958 until our last classmate retired from active duty in 1998. We are now mostly noted for our highly energetic tailgates and cheering section at all Navy home games.

Smedberg Gate dedicated on August 30, 2008 on the Taylor Avenue entrance to the NMCM Stadium.

Link in the Chain for the class of 2008.

We were the class that invented the class flag. It has been flying since our 25th reunion when it was atop every flagpole at Navy-Marine Corps Memorial Stadium.

**Flags, Generals and Notables:**

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<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Classmate</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM</td>
<td>Adams, John Warren</td>
<td></td>
</tr>
<tr>
<td>RADM</td>
<td>Bump, Stanley Earl</td>
<td></td>
</tr>
<tr>
<td>RADM</td>
<td>Butterworth, Frank W  (deceased)</td>
<td></td>
</tr>
<tr>
<td>LtGen</td>
<td>Cooper, Matthew Terry (deceased)</td>
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<td>Gen</td>
<td>Davis, James Burr</td>
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<td>Deegan, Gene Austin   (deceased)</td>
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<td>VADM</td>
<td>Dougherty, William Adam</td>
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<td>VADM</td>
<td>Eytchison, Ronald Marvin</td>
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<td>Hernandez, Jesse Jiminez</td>
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<tr>
<td>ADM</td>
<td>Larson, Charles Robert (deceased)</td>
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<tr>
<td>The Honorable</td>
<td>McCain, John Sidney</td>
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</tr>
</tbody>
</table>

**Decorations**

- Purple Heart: 8
- Silver Star: 9
- Bronze Star: 64

**Class Officers:**

- President: LtCol Gordon M. Gerson, USAF (Ret.)
- Vice President: CAPT John ‘Frank’ Gamboa, USN (Ret.)
- Secretary: CAPT Daniel ‘Dan’ H. Demand, USN (Ret.)
- Treasurer: COL Harry H. Hurst, USAF, (Ret.)
- Shipmate Contact: COL Warren S. Walters, USMC (Ret.)
- Web Contact: CAPT Alfred E. Victor, USN (Ret.)
- Database Manager: CAPT Warren S. Walters and COL Gordon Gerson
- Class Fundraiser: COL Gordon Gerson

**Reunion Attendees:** 450 (227 classmates)

**Reunion Highlights:** Senator John and Cindy McCain attending (also their son, Jack’s 1st class parent weekend). Cindy will be attending dinner with her son Midn. Jack McCain ’09. Senator John McCain will be attending football game and tailgate.
MILESTONES AND TIMETABLE FOR REUNION PLANNING

• **Reunion Planning Overview:** 2 Years out- set a meeting with the Associate Director of Class Programs to discuss: holly.powers@usna.com

• **Hotel:** Depends on when date is set (2 years when possible, or when you set the date)

• **Event Venues and Caterers:** Depends on when date is set (2 years when possible, and 1 year out when waiting to set a date; start getting venue cost estimates and menus together)

• **Publicity:** 1 year out - We recommend that you send out a preliminary notice of dates or projected month and tentative plans one year in advance, and then follow up with two consecutive Shipmate Ads.

• **Tailgate Space:** 1 year in advance (give NAAA a heads-up at the 2 year point).

• **Football Tickets:** Give NAAA a heads up at the 1-year point.

• **Golf Tournament:** 1 years in advance (USNA course is not available for Homecoming weekend)

• **Memorabilia and Name Tags:** Contact vendor 2 years in advance when possible or 1 year out when waiting for the game schedule to come out.

• **Check-In Team:** Solicit volunteers or hire professionals to do check-in 6 to 8 months out

• **Transportation:** 1 year in advance (because of the tight security and driving restrictions, it is highly recommended that bus companies transport your reunion).

• **Schedule of Events (SOE):** It is important to submit your SOE to holly.powers@usna.com once determined.

• **On Line Registration** – Set up 4 to 5 months from the reunion date or as soon as prices are set.