|  |  |  |
| --- | --- | --- |
|  | **EVENT CARD** |  |

|  |
| --- |
| **Date/Time:** 12 July 2022, 0920 - 1015 |
| **Event:** Retirement Ceremony iho XXXX  |
| **Host:** [name, company, title] |
| **Location:** |  |
| **Attire:** Business Attire |
| **Guest:** [guest or spouse attending?] |
| **Attendees:** Approx.185 |
| **Gift:** framed photo (5x7) – wrapped w/tag |
| **Speaking:** No (you are guest of the honoree) |
| **Format:** Retirement Ceremony |
| **Media:** Air Force photographer |
| **Weather:** 81/54 (pm thundershowers expected) |
| **POC:** [name, title, cell, email] |
|  |
| **Sequence of Events:**  |
|  |  |
| **0920** | You arrive at the Auditorium; greeted by event staff and escorted to your seat |
|  |  |
|  | **Note:** family members are escorted to their seats during this time |
|  |  |
| **0930** | Ceremony commences |
|  |  |
|  | Arrival of the Official Party |
|  |  |
|  | Musical Honors |
|  |  |
|  | National Anthem |
|  |  |
|  | Invocation by Chaplain  |
|  |  |
|  | Opening narration |
|  |  |
|  | Remarks by  |
|  |  |
|  | Medal Presentation |
|  |  |
|  | Pinning |
|  |  |
|  | Re-affirmation of oath  |
|  |  |
|  | Remarks by  |
|  |  |
|  | Closing narration |
|  |  |
| **1015** | Ceremony concludes; you depart as desired |
|  |  |

**Family members attending:**

Spouse - Mrs. (Cindy) last name

Daughter - Mrs. (Samantha) last name

Daughter - Ms. (Rebecca) last name

Son - Mr. Daniel last name

Family Friend – Ms. (Regina) last name

Mother-in-Law – Ms. (Lib) last name

Sister-in-Law – Ms. (Erika) last name

**Among Those Attending (in alphabetical:**

The Honorable Charles A. Blanchard, General Counsel of the U.S. Department of

 the Air Force

General Carrol H. Chandler, USAF, Vice Chief of Staff of the U.S. Air Force

 and Mrs. Chandler

Vice Admiral Bruce Clingan, USN, Deputy Chief of Naval Operations

 for Operations, Plans and Strategy (N3/N5)

The Honorable Erin C. Conaton, Under Secretary of the Air Force

The Honorable Michael B. Donley, Secretary of the Air Force

 and Mrs. (Gail) Donley

The Honorable Daniel B. Ginsberg, Assistant Secretary of the Air Force for

 Manpower and Reserve Affairs

Lieutenant General Richard Harding, USAF, Judge Advocate General

 Headquarters U.S. Air Force

General Tom Hobbins, USAF (Ret.) and Mrs. Hobbins

Ambassador Eric John

Lieutenant General Darrell Jones, USAF, Deputy Chief of Staff for Manpower,

 Personnel and Services, Headquarters U.S. Air Force

General Craig McKinley, USAF, Chief, National Guard Bureau

General Duncan McNabb, USAF, Commander, U.S. Transportation Command

Lieutenant General Christopher Miller, USAF, Deputy Chief of Staff for Strategic

 Plans and Programs, Headquarters U.S. Air Force

The Honorable Jamie M. Morin, Assistant Secretary of the Air Force for Financial

 Management and Comptroller

Admiral Michael G. Mullen, USN, Chairman of the Joint Chiefs of Staff

General Richard Myers, USAF (Ret.) and Mrs. (Mary Jo) Myers

Lieutenant General Richard Newton, USAF, Assistant Vice Chief of Staff and

 Director, Air Staff and Mrs. Newton

The Honorable James Roche and Mrs. Roche

Lieutenant General Marc Rogers, USAF, Inspector General of the Air Force,

 Office of the Secretary of the Air Force

Vice Admiral Bill Sullivan, USN, (Ret.)

Lieutenant General Harry Wyatt III, USAF, Director, Air National Guard

The Honorable Terry A. Yonkers, Assistant Secretary of the Air Force for

 Installations, Environment and Logistics

**Attachments:**

Biography of Lieutenant General Breedlove

**Lieutenant General Philip M. Breedlove, USAF**

**Deputy Chief of Staff for Operations, Plans and Requirements, Headquarters U.S. Air Force**

2009 to present, Deputy Chief of Staff for Operations, Plans and

 Requirements, Headquarters U.S. Air Force

2008 to 2009, Commander, 3rd Air Force, Ramstein AB, Germany

2006 to 2008, Vice Director for Strategic Plans and Policy, Joint Staff

2005 to 2006, Vice Commander, 16th Air Force, Ramstein AB, Germany

2004 to 2005, Commander, 31st Fighter Wing, Aviano AB, Italy

2002 to 2004, Commander, 56th Fighter Wing, Luke AFB, Ariz.

2001 to 2002, Senior Military Assistant to the Secretary of the Air Force,

 Headquarters U.S. Air Force

2000 to 2001, Commander, 8th Fighter Wing, Kunsan AB, South Korea