

Welcome Aboard!

The USS Midway Museum welcomes active-duty military ceremonies and related events.





Ceremonies and Events



Military Ceremonies

All military ceremonies are held on the flight deck subject to availability. Ceremony start times range from 0930 to 1500.

The USS Midway Museum is suitable for:

- Reenlistments
- Retirements
- Promotions/Pinnings
- Commissionings
- Changes of Command
- Graduations
- Reunions/Memorials

Ceremony options include:

- Standing ceremonies
- Small seated ceremonies
- Formal seated ceremonies
- CPO Mess/Pilot Ready Room ceremonies

Guests are allowed aboard 45 minutes prior to the ceremony. All attendees may enjoy the museum following the ceremony at no charge.

Formal Seated Ceremonies

Suitable for Retirement, Change of Command, Commissioning, Graduation, Memorial and reunion ceremonies.

Cost: Starting at \$400 for 50 guests

Formal seated ceremonies may be held on the flight deck starting from 0930 to 1430 daily. The formal seated package includes:

- 50 chairs
- 2 podiums with wired microphones
- Public address system with 2 speakers
- 8' d x 24' l x 24" h stage with skirting & two steps
- Red carpet
- Ship's bell
- Ceremonial bullets
- 2' x 6' tables with Midway linen covers
- (1) US flag
- (1) service flag

Additional chairs are available at \$2 each.

The reservation includes an area on the flight deck for the ceremony plus reception space if desired, depending on availability.

There is an allowance of 90 minutes for early set-up/rehearsal, up to 90 minutes of ceremony time, and an additional 90 minutes for a reception.

Optional enhancements include umbrellas (\$25 each) and 50 state flags (\$75).

Small Seated Ceremonies

Suitable for Reenlistments, Pinnings & Promotions

Cost - \$50 for 20 guests

Small seated ceremonies include a package of:

- 20 chairs
- One 6' banquet table with a Midway linen cover
- A standing U.S. flag.

Additional chairs are available at \$2 each.

The flight deck location of these ceremonies is determined by the Military Event Manager based on availability. No PA or audio system may be used with the small seated ceremony.

Additional guests may stand. However, the maximum attendance for a small seated ceremony is 50 guests.





Standing Ceremonies

Suitable for Reenlistments, Pinnings & Promotions

Cost - No charge

Standing ceremonies are available by appointment and confirmed reservation only. They are held on the flight deck daily from 1000 with the latest start at 1600. Each ceremony is allotted 60 minutes of event time. Attendance is limited to 50 guests. Standing ceremonies do not include any equipment set-up. Clients may choose their preferred location on the flight deck, as long as it does not interfere with guests or other events.

You may bring a cake and bottled water onboard for a standing ceremony. You are responsible for supplying disposable plates, tablecloth, napkins, forks and a knife to cut and serve the cake. The area must be cleared and clean on departure.

The following information is required to book a standing ceremony reservation:

- Full name, rank & rating
- Current Duty Station/Command
- Phone contact
- Email contact
- Preferred date & time
- Expected number of guests

Each applicant must sign the reservation form and thereby acknowledge rule compliance. Confirmation is sent by email.

CPO Mess or Pilot Ready Room Ceremonies

Cost - No charge

The CPO Mess or Pilot Ready Rooms may be used for ceremonies only before the museum opens at 1000. Their capacity is limited. No set-up is provided for ceremonies in these spaces. Access is via ship's ladders (not suitable for guests with mobility issues, wheel chairs, walking aids or strollers). No ADA access.



Military Receptions

The Small Seated ceremony and Formal Seated ceremony packages provide for up to 90 minutes of reception time, based on availability. This can be for a catered reception or simply cake. Reception locations are limited and based on guest attendance, subject to availability. Midway will provide a 6' table for storage of covers during formal seated ceremony receptions.

Beverages and Catering

No outside food may be brought on board. All catering must be provided by one of Midway's exclusive caterers. (Details available from the Military Event Manager.) During the renovation program (April 2019 – late 2020) all receptions must be held on the Flight Deck. The Military Event manager can advise if space is available for your reception.

Approved Midway Caterers

Details available from the Military Event Manager

Although no outside food is allowed, Military ceremonies may bring their own cake and bottled water aboard. When providing your own cake you are also responsible for supplying disposable plates, tablecloth, napkins, forks and a knife to cut and serve the cake. The client is responsible for thoroughly cleaning the area prior to departure.

Alcohol Options

Alcohol beverage service is only available when heavy hors d'oeuvres or meals are served. Arrangements for alcoholic beverage service may be made through the Military Event Manager. Both hosted & cash bar options are available.

Flag Services

We are proud to raise a U.S. flag for use in presentations, awards, milestone events etc. A Certificate of Authenticity is provided verifying the date the flag was flown and details of honoree. Please contact your Military Event Manager for details.

Prices subject to change. Please confirm with your Military Event Manager.





Event Planner Guide

USS Midway Military Event Manager Responsibilities

- Liaise with ceremony coordinator to determine event date and time.
- Maintain communication with ceremony coordinator throughout the planning process
- Provide recommendations for vendors (e.g. florist, photography/videography, catering etc.)
- Provide a detailed Event Order outlining all ceremony inclusions and costs
- Provide a ceremony set-up diagram to assist with planning and rehearsals
- Oversee the set-up of all ceremony equipment based on the event order specifications
- Act as the on-site liaison between the ceremony coordinator and Museum set-up staff
- Alert ceremony coordinator of updates on any ship activities or traffic conditions which may affect the event
- Provide guests with elevator access to the hangar, flight and mess decks. Provide loaner wheelchairs, if requested.

Ceremony Coordinator Responsibilities

- Etiquette and protocol for ceremony invitations and program content
- Inform guests to wear appropriate shoes and clothing. Flight deck can be surprisingly cool (coats) or hot (hats, sunscreen)
- Coordinate vendor orders (e.g. caterers, florists, performers)
- Create and implement a timeline for your ceremony and communicate all details to the Midway Military Event Manager
- Coordinate and plan rehearsals and appoint ceremony participants as needed (e.g. side boys, color guard, flag detail, ushers)
- Organize ceremony programs, reserved seating cards, etc.
- Appoint a ceremony Master of Ceremonies
- Coordinate music for ceremony. The USS Midway Museum sound system will accept iPods, iPads, iPhones, MP3 players and CDs. Please note: music choices must be appropriately themed for military ceremonies
- Coordinate accurate serving times with the caterer to ensure that the Reception timeline is accurate
- Collect all personal items at the conclusion of the ceremony and/or reception Collect all ceremony awards and gifts at the conclusion of the ceremony and/or reception

Contact: Military Event Manager (619) 398-8252 • ceakin@midway.org

Prices subject to change. Please confirm with your Military Event Manager.



910 N. Harbor Dr. • San Diego, CA 92101 • (619) 544-9600 • www.midway.org

Frequently Asked Questions

What about parking?

The parking lot adjacent to the USS Midway Museum is owned by the Port of San Diego and is managed by ACE parking. The Military Event Manager can provide details of the current parking fees.

Please note: The Navy FISC building has parking available for approved military and DOD personnel with base access; the entrance is on Pacific Coast Highway.

How much time is allotted for my ceremony and/or reception?

Small Seated ceremony –

1 hour for the ceremony and 1 hour for the reception

Formal Seated ceremony –

90 minutes for early set-up/rehearsal

90 minutes for the ceremony; 90 minutes for the reception

Standing ceremony –

1 hour

Can I schedule a rehearsal time onboard?

You can schedule as many walk-through rehearsals onboard as necessary depending on space availability. All rehearsals must be coordinated with the Military Event Manager. No equipment is provided for the rehearsal. Midway will provide a set-up diagram for the rehearsal.

What happens in the case of inclement weather?

The Hangar Bays may be available as a weather back-up option depending on the group size and availability. Availability is dependent on other scheduled events and/or any Midway exhibit construction.

Are umbrellas available?

We offer a military discount, renting each umbrella at \$50. They are nine feet, neutral colored, and include a heavy base. We recommend 5 umbrellas for a 50-person event

Is a stage/riser included in the Formal Sit-Down package?

Yes. An 8'x24'x24" stage with skirting and two steps is included. Additional costs may be incurred if a larger stage is required.

Are the 50 state flags available?

Yes. Rental of the flags is \$75 and includes set-up and dismantle. The flags are affixed only to the flight deck fence, in order of state admission. They cannot be used near the flight deck island or on the hangar deck.

Who handles the invitation and timeline aspect of my ceremony?

Invitations are handled through your ceremony coordinator, not Midway. You or your ceremony coordinator are responsible for ceremony timeline and content.

Who provides the music for my ceremony?

You or your ceremony coordinator is responsible for music. If you are not using a band, the Midway sound system will accept iPods, iPads, iPhones, MP3 players and CDs. Each ceremony should have a music coordinator to cue the music. Music choices must be appropriately themed for military ceremonies.

Is a deposit required to secure my event date?

Yes. To confirm your reservation Midway requires payment in advance for the small seated ceremony and a \$200 deposit for the formal seated ceremony. Events may be scheduled a year in advance. We recommend reservations be made as early as possible to ensure your preferred date and time.

Does Midway provide linens for banquet tables provided in the formal sit-down package?

Midway provides a blue cover with the USS Midway Museum logo in white for tables used to display awards and presentations. If you are planning to use one of the tables to serve a cake, you must provide your own table cover (disposable recommended).

Is the self-guided Museum tour included in military ceremonies?

Yes. Attendees at all military ceremonies are welcome to enjoy the USS Midway Museum following the ceremony until closing at 5 p.m.

Can I bring my own ceremony equipment aboard?

No. Only equipment provided by the Museum may be used. Please speak to the Military Event Manager if you wish to include Command displays in the ceremony.

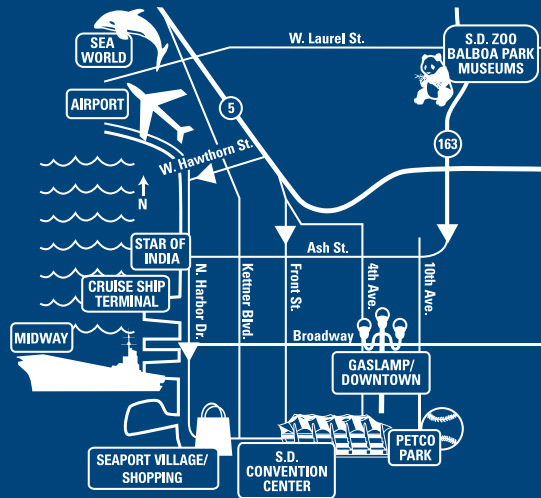
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We're proud to be your resource!



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