

COMPANY "E"  
The Basic School  
Marine Corps Schools  
Quantico, Virginia 22134

RDS:mab  
18 April 1966

From: Richard Sachse, President of the Mess  
To: The Officers of "E" Company, The Basic School  
Subj: "E" Company Mess Night

Gentlemen:

The following handout outlines the correct procedures to be followed at our Company Mess Night on the 27th of April. This publication by no means contains all the necessary information. However, it covers most of the essentials.

Make sure of your seating assignment prior to 1700. The seating plan will be posted well in advance so there should be no difficulty. All officers serving as escorts for either guests or Allied Officers should double-check the seating arrangements.

At 1830, all escorts should be ready and waiting in the Hawkins Room area. It is essential that you be on time as the guests have been invited to arrive at 1830. At 1840, the remainder of the company should be in the Hawkins Room area. Non-escorts are requested not to congregate near the entrance to the BOQ.

At 1850 Colonel Wheeler will arrive. Remember that the stewards are not allowed to serve anyone drinks until Colonel Wheeler officially opens the bar. Therefore, don't prematurely harass them about not accommodating you. There will be a special bar set up beneath the flying bridge. This is to service guests only.

At 1900, The Honorable Charles Fitz Baird, Assistant Secretary of the Navy (Financial Management) and Navy Comptroller will arrive. Mr. Baird is an ex-marine who only recently was appointed to his present position by President Johnson. A more complete biographical note will be posted on the Mess Night Bulletin Board.

at 1925, a steward will circulate through the area ringing dinner chimes. This indicates that the call to dinner is less than five minutes away. Utilize this time to visit restroom facilities. This is extremely important because of the fact that once the company is seated in the Hanson Room, you will not be allowed to excuse yourself. Make sure that your guests understand the significance of the chimes. Remember that we will be on the mess deck for nearly three hours. Plan accordingly.

At 1930, Officers' Call will be sounded. Dispose of all drinks and cigarettes as they are not allowed in the Hanson Room. Move promptly to your seats and stand quietly behind them. It is important that the company and guests move in without delay. Following your entry, Mr. Baird, Colonel Wheeler, Major Koethe and their respective primary escorts will move to their seats. Everyone will remain standing during the Grace.

From 1930 to around 2045, dinner will be served. Listed are a few tips that will save embarrassment.

(1) Work from the outside in with silverware. Each item has a designated use. ~~If~~ you are in doubt, cue off either a guest or a floor committee member.

(2) There will be no seconds on food or wine.

(3) Remember the the stewards are working on a timetable basis. If you see that they are beginning to clear a course away, you should be finished. It isn't necessary to bolt your meal but don't lag behind. Pace yourself.

(4) Confine your table conversation to pleasant and polite topics. Politics, religion and women are generally good subject areas to avoid. Keep yourself in line with the dignity and elegance of the evening.

(5) Positively no smoking until ash trays are placed and cigars are passed. After that, cigarettes and pipes are also acceptable.

From 2045 to around 2200, institutions will be toasted and guests will be introduced. Mr. Baird, Colonel Wheeler and possibly Lieutenant General Wieseman will address the company.

Once again, a few tips:

(1) I will propose four toasts. In order they will be to: the Allied Nations represented, the United States Navy, the President of the United States, and the United States Marine Corps. No one from the floor is allowed to volunteer a toast. However, the company must respond to each toast proposed. An example would be:

President "To the United States Navy, our companion force in amphibious operations."

Company "To the United States Navy."

(2) The port wine is used exclusively for toasting. It will not be served until everything has been removed from the table. As with the other wines, you will receive only one glass. Do not drink the port except when a toast has been proposed. Use proper judgement so that you have wine for the final toast to the Marine Corps. Empty your glass with this toast.

(3) As President, I will introduce each guest from outside Basic School. You may applaud each of these guests from your seats. However, following my introduction of Mr. Baird, stand for applause. Likewise, stand again when he has completed his remarks.

(4) When Colonel Wheeler concludes his remarks, he will propose a toast to Company "E". Remain seated and do not drink. This is a toast to each of us and it would be highly unbecoming to participate.

(5) The Basic School Chorus will sing several numbers. Their final selection will be the Marine Hymn. Everyone sings the final verse.

At around 2200, I will state, "Gentlemen, will you join me at the bar?" Don't answer as it is understood that you will join me.

A few more tips:

(1) Everyone stands while personnel at the head table make their exit. Then seat yourselves for five minutes. When this time has elapsed, guests and escorts will leave according to seniority followed by the balance of the company. The bar will be open.

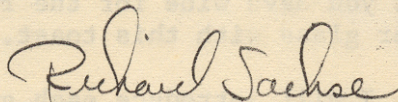
(2) Leave the lounge area to the right of the Hawkins Room uncongested as the Assistant Secretary will be meeting the company staff, the chorus, and the committee chairmen.

(3) The rest of the evening is for socializing. A piano will be made available and singing is encouraged. Introduce yourselves to the guests. They see each other everyday and would rather talk with you. **REMEMBER THAT WE ARE THE HOSTS!**

(4) Mr. Baird will make his departure at 2230. Colonel Wheeler will leave at 2300. No lieutenant should excuse himself for the evening until they have gone.

(5) The bar closes upon Colonel Wheeler's departure.

I feel confident we all will appreciate and remember an outstanding evening.



Richard Sachse  
President of the Mess

### Final Verse-Marines' Hymn

Here's health to you and to our Corps  
Which we are proud to serve  
In many a strife we've fought for life  
And never lost our nerve  
If the Army and the Navy  
Ever look on heaven's scenes  
They will find the streets are guarded  
By United States Marines