



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
OPC 557 BOX 10
FPO AP 96371-9001

IN REPLY REFER TO:
1710
MCCS/EXEC

MEMORANDUM

From: Director, Marine Corps Community Services, MCB Camp Butler
To: Distribution

Subj: INITIAL ASSIGNMENT ORDER FOR MARINE CORPS BALL SEASON

Encl: (1) General Information
(2) Proposed Sequence of Events for Marine Corps Birthday Ball Ceremony
(3) Ten Seating Charts, by each Marine Corps Community Services Club
(4) Transportation Request

1. General

a. The 2026 Marine Corps Birthday Ball Season is currently scheduled from 22 October 2026 to 5 December 2026. In those cases where a unit Birthday Ball must be scheduled outside this period, such a requirement will be accommodated. Pursuant to enclosure (1) and for planning purposes, the facilities hosting the balls during this year's Birthday Ball season will be Schwab Beachhead, Butler Officers' Club (BOC), Futenma Habu Pit, Hansen Palms, and Kinser Surfside.

b. Uniforms. As prescribed by competent military authority:

- (1) Field Grade Officers: Evening Dress or Service "A".
- (2) Company Grade Officers: Dress Blue "A", "B" or Service "A" (Evening Dress optional).
- (3) Staff NCOs: Evening Dress, Dress Blue "A", or Service "A".
- (4) Enlisted: Dress Blue "A", "B" or Service "A".
- (5) Other Services: Equivalent uniform.
- (6) Civilians: Formal Evening Attire or Coat and Tie.
- (7) Military spouses will wear the uniform or civilian attire prescribed/authorized by their respective unit commanders.
- (8) The dress blue-white uniform is not authorized for Staff NCOs and Officers.

c. Menu

- (1) Appetizer – Asian Style Shrimp Cocktail. Chilled jumbo shrimp dusted with Japanese pepper, served alongside a bright, citrusy yuzu dipping sauce.

Subj: [SUBJECT]

(2) Salad – Romaine Caesar Salad. Crisp romaine lettuce tossed with golden herb croutons, shaved Parmesan, and a bold, house-made Caesar dressing.

(3) Entrees. All entrées served with an assortment of warm dinner rolls and whipped butter, iced water, iced tea, or coffee.

(a) Beef – Sliced Sirloin of Beef. Tender sliced sirloin seasoned with herbes de Provence and finished with a deep, velvety red wine reduction. Accompanied by a medley of garden-fresh vegetables and creamy Yukon Gold mashed potatoes.

(b) Chicken – Pan-Seared Chicken. Juicy chicken breast brined in apple cider, pan-seared to a golden crust and finished with a silky French apple brandy sauce. Accompanied by a medley of garden-fresh vegetables and hearty mixed grains.

(c) Fish – Miso Roasted Salmon Fillet. Miso-marinated salmon fillet, oven-roasted until caramelized and served with a delicate Japanese ginger sauce. Accompanied by a medley of garden-fresh vegetables and wok-tossed garlic rice.

(d) Vegetarian – Quattro Fromage Ravioli. Pillow four-cheese ravioli tossed in a lively vodka sauce, crowned with sun-ripened marinated tomatoes and tender carrot noodles.

(4) Dessert. Traditional Marine Corps Birthday Cake.

d. Pricing

(1) All Ranks and equivalent: \$50.00

(2) Guest of Honor (and Spouse/Guest) meal cost will be absorbed in total ticket price.

(3) Disc Jockey (DJ) support costs absorbed in total ticket price.

(4) Individual memento cost absorbed in total ticket price.

(5) Decoration costs absorbed in total ticket price.

(6) All other overhead costs absorbed in total ticket price.

(7) Individual photography costs to be borne by attendees.

e. Tickets

(1) Ticket sales start (2) two months prior to the respective Ball date and must be purchased no later than (10) ten days prior to the Ball.

(2) Tickets must be purchased online through Eventbrite using the private link provided by the unit ball representative. For those without online access, ticket purchases must be made at the Birthday Ball venue (e.g., tickets for a Birthday Ball at the Futenma Habu Pit must be purchased at the Futenma Habu Pit).

Subj: [SUBJECT]

(3) The Birthday Ball venue will provide the unit ball representative with a ticket roster upon request, with the final roster provided five days prior to the event. The roster will include name, rank, entrée selection, and unit designation (e.g., ALPHA Co, BRAVO Co).

2. Unit Assignment

- a. Identification, invitation, billeting, and transportation of VIPs.
- b. Identification, invitation, billeting, and transportation of Guest of Honor, to include procurement and presentation of commemorative memento, if desired.
- c. Assignment and training of VIP and Guest of Honor escorts.
- d. Planning, resourcing, arranging, rehearsing, and conducting traditional birthday ceremony at each Ball Site; to include arranging rehearsal times with III MEF Band (when applicable) and with each club manager.
- e. Development of seating chart assignments and provision of place cards, if desired.
- f. Development and announcement of Unit liberty plans.
- g. Development and announcement of the Unit Commander Birthday Messages.
- h. Development and provision of Guest of Honor high-resolution photograph and biography, submitted to Marine Corps Community Services (MCCS) Marketing no later than 45 days prior to units Birthday Ball date.
- i. Identification and publication of uniform requirements for military spouses.
- j. Marines without a purchased Birthday Ball ticket may attend the official Birthday Ball ceremony and Commandant's Birthday Message. These individuals will not participate in the meal or cake service or receive a Birthday Ball memento and will depart following the conclusion of the official ceremony. The combined number of paid attendees and individuals attending solely to view the ceremony will not exceed the established maximum occupancy of the respective Birthday Ball facility.
- k. Ensure dissemination of requirements for attendees to purchase Birthday Ball tickets no less than (10) ten days prior to the Birthday Ball that they wish to attend. Due to club seating limits, some balls may be sold out early.
- l. Submitting requests for live entertainment, outside of DJ already provided.
- m. MCCS Child Development Center will provide Family Childcare contacts for those requiring childcare.

3. MCCS Assignment

Subj: [SUBJECT]

- a. Entertainment Plan. To support each ball, to include scheduling and contracting DJ services to be offered at all Birthday Balls. PA Systems for the Birthday Balls will be provided to support all announcements during the Birthday Ball. All information regarding DJs or other types of entertainment should be directed to the MCCS Entertainment & Special Events program.
- b. Decoration Plan. To include procurement, installation, and cleanup/storage.
- c. Publicity Plan. To include all available advertising media and United States Marine Corps (USMC) resources (e.g., naval message, E-mail, Okinawa Wide Area Network).
- d. Menu Planning. To include options for red meat, poultry, fish, and vegetarian entrees.
- e. Site Survey Plan. To include setup/takedown of tables, bandstands, dance floors and photography area.
- f. Sound/Light Plan. To include recorded music requirements for entertainer breaks.
- g. Program Pamphlets. To develop, design, publish, and distribute the Official USMC Birthday Program Pamphlets for each Birthday Ball.
- h. Birthday Cake Plan. To include sizing, sourcing, design/decoration/logo requirements, contracting, quality control, pickup and delivery to all ball sites.
- i. Cake-Cutting Support. MCCS may provide cake-cutting support for unit Marine Corps Birthday observances conducted outside of a scheduled Birthday Ball. Support may include the provision of a birthday cake, plates, utensils, and other associated support as requested and available. Costs and the level of support will be determined on a case-by-case basis based on the unit's requirements. Please contact the MCCS Okinawa Food & Beverage Office for support.
- j. Table Design Plan. To include place settings, table decorations, table covering and approved general seating charts.
- k. Seating Charts. Provision of generic/blank seating charts to unit representatives for use at designated Ball sites, as desired by unit hosts.
- l. Service Plan. To include procurement, preparation, presentation, and cleanup of meal service.
- m. Bar Plan. To include identification, resourcing, setup, inventory, service, and tear down of the bar service stations.
- n. Parking Plan. To include VIP parking, and coordination with Provost Marshal's Office for traffic and any security requirements.
- o. Transportation Plan. To include transportation requirements to support delivery of goods, services, supplies, as well as participants to each of the scheduled Birthday Balls.

Subj: [SUBJECT]

p. Facilities Plan. To include identification and resolution of facility maintenance requirements prior to conducting balls at each ball site.

q. Memento Plan. To include identification, procurement, and distribution of the approved memento.

r. Support Plan. To include identification and advertising of MCCA Club facility opening and closing plans during the Marine Corps Birthday Ball period, as well as determination and redistribution of club equipment and personnel, as required, to support each Ball/Ball site.

s. Photography Plan. To include contracting photographers to work at each Birthday Ball venue, the design, construction and location of backdrops, and distribution of finished products to patrons through an online source.

t. Fund Administration Plan. To include receipt, accounting and disbursement of all revenues generated by the Birthday Balls and post-ball financial statements.

u. Copy Commandants Birthday Message video to DVD's and issue two DVDs to each facility hosting Marine Corps Birthday Balls. Club manager to ensure both DVDs are operational before each ceremony commences. This process will not be delegated.

v. Develop, coordinate, and distribute subsequent Letters of Instruction to ensure proper staff functioning, command approval, and conduct of the scheduled events.

w. After Action Report, to include development and distribution to all parties.

4. Action. All addressees are requested to develop those plans and internal working groups necessary to accomplish the tasks identified and set forth herein.


HYUN WOO CHANG

Distribution:
Special Events
Marine Corps Ball Working Group

Copy to:
CG, MCIPAC
C/S, MCIPAC