



MILITARY MILESTONE EVENT GUIDELINES

- Qualifying MMEs are: Military Promotion Ceremony, Military Reenlistment Ceremony, Military Commissioning Ceremony, Military Retirement Ceremony and Military Award Presentation.
- MMEs are held in a designated portion of the Museum Lobby. This is a public space and MME ceremonies are visible to Museum visitors. The Lobby will remain open and accessible to normal Museum operations and MMEs must not interfere with the visitor experience.
- MMEs are held Monday through Friday. There are three time slots 9:30 a.m., 12:30 p.m., 2 p.m.
- MME reservations include designated ceremony space for 15 minutes and are limited to 15 people total, this includes the honoree, officiant, and guests. Up to 15 Museum general admission tickets are included.
- MME reservations are standing room only – chairs and seating are not available.
- One U.S. Flag will be positioned on the left side of the Campaign Wall by Museum Staff. MMEs do NOT provide, or permit, the use of additional flags, podium, microphone/speaker or an award table.
- MMEs must respect all Museum rules, policies, and visitors.
- Outside food or drinks are not allowed.
- Balloons and cut/live/dried flowers/plants are not permitted per the Museum's Pest Management Policy.
- MMEs must respect all Museum rules, policies, and visitors. Additional visitor information and a full list of prohibited items can be found here: <http://www.thenmusa.org/visit/tips-for-your-visit/>
- Photos and videos of the ceremony are permitted using personal, hand-held cameras, and are limited to the designated ceremony time and space. The Museum's general guidance policy applies for all photography and videography conducted during the MME and while visiting the Museum.
- Live broadcast of the MME, such as Facebook live, is limited to the ceremony only and must be managed by the event host's designated attendee.
- Military or commercial media outlets are not permitted for MMEs.
- Any text and design for all printed and electronic materials referring to the Museum and/or Department of Army regarding any of the Museum's facilities names, trademarks, trade

names, service marks, or logos must be approved in writing by the Museum's Public Affairs Officer before any distribution.

- The use of photographs or other images from the event for promotional or advertising purposes are specifically prohibited.
- Banners or signs for the event, promotional or otherwise, may not be displayed at the Museum in conjunction with an MME event.
- The Museum must be informed within 48 hours of the MME of all VIPs attending who travel with their own security detail or staff.
- All event guests are subject to inspection and other security screening by the Museum Security team in accordance with such procedures as may be in effect.
- The Museum is not responsible for loss or damage to any external government property (Department of Defense property held on non-Museum property books) or property owned by any event attendees/rental parties brought into or stored on the premises or left behind, including but not limited to items left in the Museum's "Coat Room" or other areas.
- All events must end by the agreed upon time.

MUSEUM CLOSURES AND CANCELLATIONS

- If the Museum closes an MME is cancelled. If operating conditions change, the MME may be cancelled.

ACCESSIBILITY/ SPECIAL NEEDS

- The Museum is committed to providing an inclusive visitor experience and offers a variety of accommodations. If you, or a member of your party, require additional assistance for your MME, please include that information in your event request form.

SMOKING/TOBACCO PRODUCTS

- Smoking, tobacco, smokeless tobacco, e-cigarettes and vapes, and are not permitted anywhere on the Museum Campus.

LAWS AND ORDINANCES

- The Event User shall comply with all federal and local laws applicable to the activity proposed and to Museum rules in respect to such activity. The Museum is a federal building under command and control of the Department of the Army. All activities associated with this building are subject to the rules and regulations governing the building and grounds. In the event that applicable Federal law is changed to require a revision of the guidelines, the Event User shall abide by such revision.

INDEMNIFICATION

- The Event User shall defend, indemnify and save harmless the Museum, their agents and employees against any and all loss, damage, claim, or liability whatsoever, due to bodily injury or death or damage to property of others arising directly or indirectly out of the exercise by the Event User of the privilege to hold the proposed activity, or arising out of any other act or omission of the Event User, its employees, agents, and service providers, including failure to comply with these guidelines.

FEES

- A venue fee is not required for an MME when held in designated areas at specified times with a signed and approved user agreement.

PRIVATE EVENTS AND PACKAGES

- All private events and packages held at the Museum are contracted through the Army Historical Foundation via <https://armyhistory.org/special-events/>

Those seeking to host catered receptions and/or other activities in conjunction with a MME must include that information on the event request form for the Army Historical Foundation to discuss options for paid special events. MME's with more than 15 attendees, needing specialized requests, and/or requesting additional services should contact the Army Historical Foundation to discuss options for paid special events.