

ANNUAL CEREMONIAL REVIEW

LEAGUE INSPECTOR OBSERVATION FORM

Date: _____ **Squadron No.:** _____
Parade Location: _____ **No. Cadets on parade:** _____
Reviewing Officer: _____
ACR conducted on regular training night: **Y** **N**

1. PROTOCOL AND COURTESIES

a. Reviewing Party:	Needs Improvement	Satisfactory	Well Done
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Written invitation to ACL Inspector
 Special Meet & Greet area for Reviewing Party/Dignitaries
 ACL Inspector greeted and attended to throughout ACR ACL
 Inspector introduced to RO/Reviewing Party/Dignitaries
 Reviewing Party briefed on ACR program and protocol

b. Public	Needs Improvement	Satisfactory	Well Done
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Community Dignitaries invited (inquire with Chair)
 Community Dignitaries in attendance
 Received Parade Program
 Post ACR Parade Reception

c. Parking & Traffic Control	Needs Improvement	Satisfactory	Well Done
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Assigned Parking for League Inspector & RO
 (or alternate arrangements)
 Appropriate signage for directors and public parking

d. Parade Facilities	Needs Improvement	Satisfactory	Well Done
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Reserved seating for RO, League Inspector & Dignitaries
 Adequate seating for parents and public

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2. COORDINATION OF PARADE EVENTS

a. Printed Program:	Needs Improvement	Satisfactory	Well Done
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- ACR Program sent to League Inspector
- Biographies of League Inspector & Reviewing Officer
- Background of ACL & Cadet Movement in BC (from BCPC)
- Cooperative role between DND, CIC, ACL & SSC
- Schedule of Events (including when to stand and sit)
- Reviewing Party listed
- Cadet Parade positions listed
- Squadron Staff & Sponsoring Committee listed
- Squadron History
- Recognition of BC Gaming Commission & DND
- Recognition of other Sponsors
- Program proofread – names spelled correctly

b. Master of Ceremonies:	Needs Improvement	Satisfactory	Well Done
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- Adequately prepared
- Advised public of generous support from the League & DND for NST courses
- Advised audience when to stand and when to be seated
- Audio quality

c. Overall Impression	Needs Improvement	Satisfactory	Well Done
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- Effort put into ACR

Thank you for volunteering your time to be an Air Cadet League Inspector!

ACL INSPECTOR'S COMMENTS

(use additional pages as required to complete the comments)

The ACL Inspector's Comments are used as part of the observation process for the Squadron Sponsoring Committee, and it is therefore a requirement to provide comprehensive written observations of the Annual Ceremonial Review. The BCF502 is to be submitted by the League Inspector to the BCPC office **no later than June 30th**.

A copy of this observation sheet will be forwarded to the Squadron Sponsoring Committee by the British Columbia Provincial Committee Office.

SQN #:

1. PROTOCOL AND COURTESIES
a. Reviewing Party:
b. Public:
c. Parking & Traffic Control:
d. Parade Facilities:

2. COORDINATION OF PARADE EVENTS

a. Printed Program:

b. Master of Ceremonies:

c. Overall Impression:

Additional Comments:

Report submitted by:

Date: