



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5000

CG

AUG 05 2026

LETTER OF INSTRUCTION 27-26

From: Commanding General
To: Distribution List

Subj: 251ST MARINE CORPS BIRTHDAY BALL CELEBRATION

Encls: (1) 251 Birthday SmartPack
(2) Ball Flyer

1. Situation. On Saturday, 7 November 2026, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will conduct the 251st Marine Corps Birthday Ball at the Paris Hotel and Casino in Las Vegas, Nevada. This Letter of Instruction provides command guidance for planning and execution.

2. Mission. On 7 November 2026, MAGTFTC, MCAGCC conducts the 251st Marine Corps Birthday Ball in order to honor the founding of the Marine Corps, strengthen esprit de corps, and reinforce unity across the installation.

3. Execution

a. Commander's Intent. The Marine Corps Birthday Ball is a formal celebration grounded in tradition, discipline, and pride. This event will be professional in conduct, deliberate in execution, and reflective of the standards expected of Marines serving aboard MAGTFTC, MCAGCC.

b. Concept of Operations. Execution of the MAGTFTC, MCAGCC 251st Marine Corps Birthday Ball will occur in four phases to ensure disciplined planning, financial accountability, and professional execution across the installation. This phased approach establishes structure, preserves accountability, and ensures unity of effort across MAGTFTC, MCAGCC.

(1) Phase I: 1 March 2026 - 31 May 2026. Phase I began with a transition to detailed planning and concluded with structural controls, major decisions, and administrative foundations established. Assistant Chiefs of Staff (ACs/S), Officers in Charge (OICs), Directors, and Commanding Officers (COs) verified their primary and alternate Ball Representatives and ensure continued engagement and accountability through execution. During this phase, the Guest of Honor was identified and formally invited. Ball memento was selected and ticket prices were finalized and distributed to the commands. Contract negotiations have been conducted deliberately to promote transparency and reduce unnecessary costs to Marines. The master seating chart has been initiated and will be controlled exclusively by the Ball OIC and Staff Non-Commissioned Officer in Charge (SNCOIC). It will serve as the single authoritative source for attendance and table assignments. Ball Representatives continue to provide ticket updates during scheduled meetings and verify seating accuracy accordingly. Phase I concluded on 31 May 2026 with foundational controls in place and execution tracking established.

DISTRIBUTION STATEMENT A: Approved for public release; distribution unlimited.

(2) Phase II: 1 June 2026 - 30 September 2026. Phase II begins with procurement and venue validation actions and concludes with the event structure, ceremony framework, and key personnel solidified. The official ball memento will be ordered and paid for no later than 31 July 2026 to ensure adequate production time prior to execution. Quantities will be aligned with projected attendance to prevent shortfalls. All key ceremony participants will be identified and validated no later than 30 September 2026. ACs/S, OICs, Directors, and COs will ensure assigned personnel remain available for rehearsals and execution. Phase II concludes with a mid-planning conference brief to the Commanding General (CG) and subsequent commanders no later than (NLT) 30 September.

(3) Phase III: 1 October 2026 - 06 November 2026. Phase III begins with final synchronization of personnel, seating, and venue coordination and concludes with confirmation that all execution details are aligned. No later than 1 October 2026, the final rehearsal schedule will be published and all key personnel identified by name via separate correspondence. Rehearsals will be conducted as required to ensure professional execution and synchronization of ceremonial elements. Ticket sales will close 1 October 2026. A draft seating chart will be published on 06 October and disseminated to all hands. Sections will have seven days to reconcile assigned personnel. Ball Representatives will submit consolidated adjustments within that reconciliation window. Seating chart updates will be briefed during ball meetings and disseminated in accordance with the established timeline. The final seating chart will be published no later than 15 October and disseminated to all hands. After publication, changes will be limited and coordinated directly through the Ball OIC to preserve stability and predictability. No later than 20 October 2026, a confirmation brief will be delivered to the CG. Phase III concludes on 6 November 2026.

(4) Phase IV: 07 November 2026. Phase IV begins with venue setup and concludes with post-event accountability and venue closeout. Working party personnel will report at the designated time to oversee ballroom setup, staging, audiovisual checks, and final coordination with venue staff. Table settings will include a program, ball memento, and name/meal designation tent at each seat. Hard copy seating charts and table maps will be posted throughout the venue and will match the online final seating chart previously disseminated to all hands. Final audiovisual checks and cue synchronization will be completed prior to arrival of attendees. The ceremony, to include the limited pageant and cake cutting, will be executed in accordance with the published Sequence of Events. Following completion of the event, working party personnel will conduct breakdown, accountability of ceremonial equipment, and coordination with venue staff for closeout. Financial reconciliation and administrative closeout actions will follow.

c. Tasks

(1) Ball OIC/SNCOIC

(a) Provide overall planning, coordination, and execution oversight for the 251st Marine Corps Birthday Ball.

(b) Maintain and publish the master Plan of Action and Milestones.

(c) Establish and control the master seating chart as the single authoritative source for attendance and table assignments.

(d) Oversee ticket accountability through reconciliation of seating assignments and payments received.

(e) Coordinate venue layout, staging, audiovisual requirements, and food services.

(f) Oversee selection, procurement, and distribution of ball mementos.

(g) Publish and enforce the rehearsal schedule.

(h) Coordinate entertainment and social components of the event, to include DJ, music, and photo booth services.

(i) Ensure photo booth setup location is coordinated with venue layout and does not interfere with ceremony flow.

(j) Validate vendor timelines and day-of setup requirements.

(2) AC/S, G-1

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(3) AC/S, G-3/5

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Deconflict training and operational calendar to protect rehearsals and execution timelines.

(d) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(4) AC/S, G-4

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(d) Assist Headquarters Battalion (HQBN) in coordination of travel to and from venue of any Marines aboard MAGTFTC, MCAGCC.

LETTER OF INSTRUCTION 27-26

(e) Assist in coordinating vehicles for transportation of equipment for ball set up and execution.

(5) AC/S, G-6

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(6) AC/S, G-7

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Support messaging efforts to the local community.

(7) Protocol

(a) Coordinate Guest of Honor invitation, itinerary, escort officer, and movement timeline.

(b) Develop and validate head table seating, precedence, and honors requirements.

(c) Ensure proper honors and courtesies are observed throughout the event.

(d) Coordinate the CG's Very Important Person (VIP) reception.

(8) CO, Marine Corps Logistics Operations Group (MCLOG)

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(d) Contribute 25 percent of annual Unit, Personal and Family Readiness Program (UPFRP) funds to the MAGTFTC (HQBN) Ball account.

(e) Support HQBN led MAGTFTC ball fundraising with personnel and other support as required for designated fundraising events and Marine Corps Community Services (MCCS) working parties.

(f) Provide a detailed overview of your fundraising efforts to the CG NLT 1 September 2026.

(9) CO, Marine Corps Tactics and Operations Group (MCTOG)

LETTER OF INSTRUCTION 27-26

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(d) Contribute 25 percent of annual UPFRP funds to the MAGTFTC (HQBN) Ball account.

(e) Support HQBN led MAGTFTC ball fundraising with personnel and other support as required for designated fundraising events and MCCA working parties.

(f) Provide a detailed overview of your fundraising efforts to the CG NLT 1 September 2026.

(10) Director, Religious Ministries

(a) Provide Chaplain support for invocation and benediction.

(b) Review ceremonial script to ensure proper coordination of religious components.

(c) Participate in rehearsals to ensure timing and synchronization within the Sequence of Events.

(11) CO, HQBN

(a) Lead overall planning, coordination, and execution oversight for the 251st Marine Corps Birthday Ball.

(b) Designate and verify Ball Representatives.

(c) Ensure compliance with ticket reconciliation and seating verification requirements.

(d) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(e) Contribute 25 percent of annual UPFRP funds to the MAGTFTC (HQBN) Ball account.

(f) Lead MAGTFTC ball fundraising with personnel and other support as required for designated fundraising events and MCCA working parties.

(g) Provide a detailed overview of your fundraising efforts to the CG NLT 1 September 2026.

(h) Identify and select a senior enlisted lead for all ceremonial execution.

(i) Direct and supervise all aspects of the official

LETTER OF INSTRUCTION 27-26

ceremony. To include but not limited to; sword detail, cake cutting detail, and pageant participants.

(j) Identify required ranks and numbers for ceremony participation.

(k) Enforce uniform standards and ceremonial discipline during rehearsals and execution.

(l) Supervise final ceremony walk-through and ensure proper execution on event day.

(m) Develop and finalize the ceremony script and Sequence of Events.

(n) Assign a Sergeant or above to be the Action Officer, responsible for all working party requirements.

(12) Director, Tactical Training Exercise Group

(a) Designate and verify Ball Representatives.

(b) Ensure compliance with ticket reconciliation and seating verification requirements.

(c) Provide manpower support for working party requirements and for ceremony participation to include but not limited to Officers/SNCOs for Sword Detail, Marines for Cake Cutting Detail, and Marines for Pageant Participation as directed.

(d) Support HQBN led MAGTFTC ball fundraising with personnel and other support as required for designated fundraising events and MCCS working parties.

(e) Provide a detailed overview of your fundraising efforts to the CG NLT 1 September 2026.

4. Administration and Logistics

a. Directives issued by this headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instructions (LOI) can be found at: <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-loi-library>.

b. Hotel Reservations. Reservations have been blocked for the Paris Hotel and Casino and the Horseshoe Hotel and Casino. Both hotel venues are connected by an inside walking path and are within 10 minutes of the ballroom. Reservation deadline for a blocked room is 06 October 2026. Room block is available via the link and quick response code available in Birthday Ball Smartpack, enclosure (1).

(1) Paris Hotel and Casino: 3655 S Las Vegas Blvd, Las Vegas

(2) Horseshoe Hotel: 3645 S Las Vegas Blvd, Las Vegas

5. Command and Signal

a. Command

LETTER OF INSTRUCTION 27-26

(1) This LOI is applicable to all MAGTF-TC military and civilian personnel and invited guests.

(2) Uniform for the ceremony will be Mess Dress or Dress Blue Alphas. Gambling in uniform is authorized inside the Paris Hotel and Casino venue. It is not authorized outside of this venue. Marines must be in proper civilian attire or an authorized uniform for leave and liberty once they leave the ball venue.

b. Signal

(1) The point of contact regarding the MAGTF-TC, MCAGCC Birthday Ball is Major Chase King at chase.king@usmc.mil.

(2) Additional information on transportation, timelines and resources available to Marines and their families are included in the Birthday Ball Smartpack enclosure (1). Additional updates will be provided monthly to all hands via the MAGTF-TC Birthday Ball Committee.

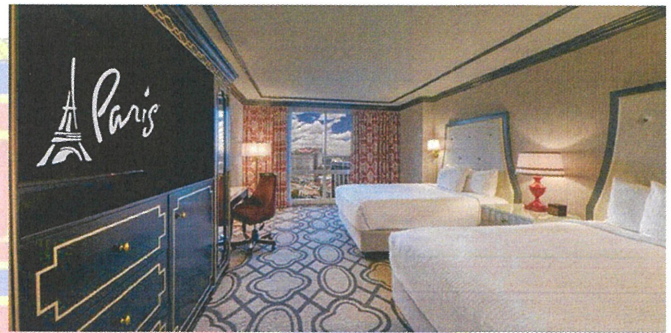
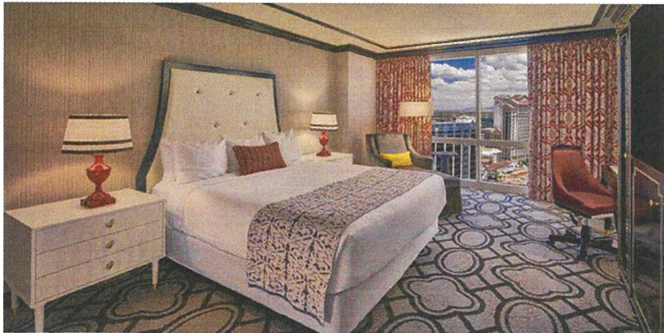
(3) Tickets are available for online purchase via the link and quick response code available in Birthday Ball Smartpack, enclosure (1).

(4) This LOI is effective the date signed.



M. H. CLINGAN

Paris Hotel / Horseshoe Hotel Room Reservations



Discounted room blocks are available at the
Paris Hotel and Horseshoe Hotel
for the nights of 6 and 7 November.

Horseshoe Hotel: Fri (\$190) / Sat (\$190)

Paris Hotel: Fri: (\$239) / Sat (\$230)

Prices includes resort fee

(The two hotels are connected to each other)

Rooms can be booked at

<https://book.passkey.com/go/HQBN2026>. The room
block will expire on Tuesday, 6 October 2026. Guests
may also reserve by phone using the numbers provided.

Group Name: HQBN MCAGCC 2026 USMC

Birthday Ball

Reservations: 877-603-4389 (Paris) / 800-358-8777

(Horseshoe)

ENCLOSURE (/)

Driving Directions and Information

Directions 29 Palms to The Paris Hotel

1. Drive out main gate on Adobe Rd
2. Turn left onto Amboy
3. Turn right onto National Trails hwy.
4. Turn left onto Kelbaker Rd. (go under the i-40, do not get onto i-40)
5. Right onto Kelso Cima Rd. (Kelso is also a train station, Kelso Cima turns into Moring Star Mine Road)
6. Continue on Kelso Cima as it becomes Morning Star Mine Rd.
7. Make a left on Ivanpah Rd.
8. Make a left onto Nipton Rd.
9. Right on I-15 North Ramp merge onto I-15 N
10. Take the exit 38 for Flamingo Road
11. Use the right lane to follow signs for East Flamingo Rd.
12. Use the right lane to turn right onto Las Vegas Blvd. S
13. Use the 3rd from left lane to turn left lane to turn left onto Paris DR.
14. Use the 2nd from the right lane to stay on Paris Dr.

REMINDERS FOR THE DRIVE

Travel Guidance (29 Palms to Las Vegas):

Do not take this route if your vehicle has any mechanical issues. Instead, use highway directions via your preferred navigation.

- Ensure your vehicle is fueled prior to departure and bring water, snacks, and drinks for the drive.
- Cell service along this route is limited.
- Use restrooms at the train station located approx halfway between 29 Palms and Las Vegas.
- There are no services between Twentynine Palms and Essex (approx. 100 miles along I-40). Plan accordingly.
- Expect sharp curves and CHP-monitored areas; adhere to posted speed limits.

Transportation:

Limited bus transportation will be provided to and from the venue. Buses will arrive shortly before the ceremony and depart shortly after its conclusion. Bus transportation must be coordinated in advance.

Parking Guidance

(Paris and Horseshoe are part of Caesar's Group)

Self-Parking:

- Hotel Guests: \$20/day (Mon–Thurs), \$25/day (Fri–Sun)
- **Free** with Caesars Military Rewards Card or eligible Caesars Rewards status

Valet Parking (24/7):

- \$40 per day (per entry)
- Hotel Guests: \$40 one-time fee
- **Free** with Caesars Military Rewards Card or eligible Caesars Rewards status

Free Parking Eligibility:

- Caesars Rewards Platinum, Diamond, and Seven Stars members
- Military Rewards Card holders
- Must present your card upon entry/exit to receive benefits
- If you do not have your card, visit the Caesars Rewards Center for a replacement

Caesars Military Rewards Card:

- Available to active duty, veterans, and spouses for free
- Provides automatic Platinum status and parking benefits
- Offers 10% discount on hotel bookings
- Must sign up in person with valid military ID (must be of legal gambling age)

Additional Notes:

- No RV parking available
- Oversized vehicle valet requires advance coordination with the hotel
- Parking policies are subject to change

Las Vegas Military & Free Attraction Cheat Sheet

Military Discount Attractions (Valid ID Required)

- **STRAT SkyPod & Observation Deck:** 50% off for active and retired military.
- **High Roller (LINQ):** \$5 off or up to 35% off (often via ID.me).
- **Eiffel Tower Viewing Deck (Paris):** Approximately 20% off admission.
- **Venetian Gondola Rides:** Approximately 20% off.
- **Luxor Exhibits (Titanic / Bodies):** 5–7 off admission.
- **Arte Museum (ARIA):** Approximately \$10 off admission.
- **Mob Museum (Downtown):** 13–15 off admission.

Free Attractions on the Strip

- **Bellagio Fountains:** Shows every 30 mins (day) and every 15 mins after 8:00 PM.
- **Bellagio Conservatory:** Seasonal indoor botanical displays.
- **Flamingo Wildlife Habitat:** See flamingos, turtles, and fish.
- **Wynn Lake of Dreams:** Shows every 30 minutes after dusk.
- **Welcome to Las Vegas Sign:** Iconic photo location at 5100 S Las Vegas Blvd.

Free Attractions (Downtown & Beyond)

- **Fremont Street Experience:** Free light shows and concerts from 6:00 PM to 2:00 AM.
- **Pinball Hall of Fame:** Free entry (games cost extra).
- **Silverton Mermaid Show:** Live mermaid performances in the aquarium.
- **Circus Circus:** Free daily aerial and circus performances.

Other Free/Low-Cost Experiences

- **AREA15:** Free entry to the complex (activities cost extra).
- **Haus of Gaga (Park MGM):** Free exhibit featuring Lady Gaga's costumes.
- **Themed Stores:** Free entry to Hershey's Chocolate World, Coca-Cola Store, and M&M's World.

Off-Strip (Requires a Vehicle)

- **Seven Magic Mountains:** Colorful desert art installation south of the Strip.
- **Hoover Dam:** About 45 minutes away; **free parking** is available on the Arizona side.

Important Notes

- You **must present a valid military ID** to receive discounts.
- Some discounts may require online verification through **ID.me**.
- Discounts and outdoor show schedules are subject to change or weather conditions.

MAGTFTC, MCAGCC



251st Marine Corps Birthday Ball

7 Nov, 2026

Paris Hotel and Casino, Las Vegas, Nevada



Tickets:

E5 and Below.....	\$135
SNCOs.....	\$145
Company Grade WO-CWO4 Community Partners.....	\$150
Field Grade CWO5 E9s.....	\$155

GS Employees will be charged at their equivalent rank.

Veterans and Retirees will be charged at their rank upon separation.



Lodging:

Discounted room blocks are available. The room block will expire on Tuesday, 6 October, 2026. Guests may also reserve by phone:

Group Name:
HQBN MCAGCC 2026 USMC Birthday Ball

Reservations:
Paris Las Vegas Hotel: (887)603-4389
Horseshoe Las Vegas Hotel: (800)358-8777



Book your tickets now!

