



REQUEST FOR CEREMONIAL SUPPORT



U.S. AIR FORCE

**WRIGHT-PATTERSON AFB
5396 SKEEL AVE, BLDG. 109
WPAFB, OH 45433-5266**

**PHONE: (937) 257-8964
FAX: (937) 656-3994
EMAIL: hg_admin@us.af.mil**

When requesting Military Services: fax or email this completed form

Please be advised that *the process is not final until you have been contacted by this office*; to confirm and verify the receipt and completion of this form.

When requesting Military Services please take notice of the following restrictions:

- Retirement/Promotion ceremonies are reserved for rank of E9, O6 & above, and SES only
- Posting request outside of a 30 minute radius will be denied
- Posting request come second to military funerals and can be canceled or denied in order to meet funeral requirements
- **The Honor Guard Superintendent makes final decision of approval or denial for all requests at their discretion**

For scheduling, it is crucial that you provide us **48 hours** notice to allow sufficient time to prepare and travel to your designated area.

PERSON BEING HONORED OR EVENT NAME: _____
(Rank, Last, First, MI or Event Name)

DATE REQUESTED: _____ START TIME: _____ END TIME: _____

MON / TUE / WED / THU / FRI / SAT / SUN

TYPE OF CEREMONY: **PROMOTION / RETIREMENT / SPECIAL EVENT / TRAINING**

WHAT IS BEING REQUESTED: **CORDON / FLAG FOLDING / FLAG UNFURLING / PRESENTATION
OF COLORS / POSTING OF COLORS / RETIREMENT OF COLORS / REVEILLE / RETREAT / OTHER**

ORGANIZATION: _____ PLAYING OF THE NATIONAL ANTHEM: **YES / NO**

LOCATION: _____ ADDRESS: _____

PRIMARY POC: _____ ORGANIZATION: _____

WORK CONTACT: _____ CELL CONTACT: _____

EMAIL: _____

ALTERNATE POC: _____ ORGANIZATION: _____

WORK CONTACT: _____ CELL CONTACT: _____

EMAIL: _____

CEREMONY HOST:

DISTINGUISHED GUEST:

ADDITIONAL INFO:

APPROVED/DISAPPROVED: (if disapproved) _____

HONOR GUARD SUPERINTENDENT SIGNATURE: _____ DATE: _____