



# ELLSWORTH AFB HONOR GUARD SUPPORT REQUEST FORM

HONOR GUARD OFFICE: (605) 385-1186 Cell: (605) 431-3008 Fax: (605) 385-1167  
Email: [ellsworth.honorguard@us.af.mil](mailto:ellsworth.honorguard@us.af.mil)

**PLEASE NOTE:**

\*\* FUNERALS TAKE TOP PRIORITY. ALL EVENTS ARE SUBJECT TO CANCELLATION IF MANNING SHORTAGE OCCURS DUE TO FUNERAL SUPPORT.

\*\* POINTS OF CONTACT MUST NOTIFY HONOR GUARD OF ANY CHANGES TO SCHEDULE.

**\*\*POC SHOULD CALL HONOR GUARD 2-DAYS PRIOR FOR CONFIRMATION.**

**\*\*CALL HONOR GUARD CELL PHONE IF UNABLE TO REACH HG OFFICE.** (OFFICE HOURS: 0730-1630 MST)

**INFORMATION:**

- TYPE OF EVENT: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_
- NAME OF PERSON EVENT IS FOR: \_\_\_\_\_
- HONOR GUARD ACTIVITIES REQUESTED:       Color Guard / Flag Fold / Cordon / Other
- DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_ TIME ZONE: \_\_\_\_\_
- ADDRESS OF EVENT: \_\_\_\_\_  
\_\_\_\_\_
- POC NAME: \_\_\_\_\_ POC CONTACT NUMBER: \_\_\_\_\_
- ALTERNATE POC: \_\_\_\_\_ ALT. POC CONTACT NUMBER: \_\_\_\_\_
- WILL THERE BE A DRY RUN? YES / NO
- IF SO, LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_  
(NOTE: Honor Guard may or may not be available for dry run. We will try our best to have at least 1 representative)
- IS THE EVENT INDOOR OR OUTDOOR? \_\_\_\_\_
- IF INDOORS, ARE CEILINGS HIGH (OVER 15')? \_\_\_\_\_

*For Retirement Ceremonies – If requesting a flag fold, the official script **MUST** be used. If the retiree has a personal flag to be folded, it must have the dimensions of 5ft x 9.5 ft and be made of all cotton. Other size flags and materials are not suitable for the ceremony. If not, the Honor Guard can bring a flag to use for the ceremony, but must be returned after the conclusion of the ceremony. The Honor Guard will pre-fold the retiree's flag properly for display prior to the ceremony.*

Honor Guard Use Only:

CONFIRMATION OF REQUEST (NCOIC OR REP SIGNATURE/Date): \_\_\_\_\_

Notes: