



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

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 CELL IF UNABLE TO REACH HG STAFF.**

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: