



PATRICK AIR FORCE BASE SECONDARY EVENT SUPPORT REQUEST

Building 1391, Marina Road, Patrick AFB, FL 32925

Emergency Contact: (321) 494-7001 | Hours of Operation: Mon - Fri 0730 to 1630

Website: <http://www.gopatrackfl.com/honor-guard.html>



The Patrick AFB Honor Guard is manned, funded and congressionally mandated to support military funeral honors. In order to support secondary events (non-funerals), we have a team of former Honor Guard Airmen who, at times, volunteer their support. If you submit this form, we will seek volunteer support.

Name of Event/Ceremony		Date of Request	
Event Coordinator or Requestor Information	Coordinator or requestor 's name		
	Organization's name		
	Address		
	Phone/ Email address/ Website		
Date and Time of Event	Day:	Date:	Time:
	Type of Service Requested Service requested Outdoor Colors: (4 Person) US Flag AF Flag Two Rifle Guards Indoor Colors: (4 Person) US Flag AF Flag Two Rifle Guards Retirement Ceremony: (2 Person) Fold/Presentation & Pre-Posted Flags Retirement Ceremony: (4 Person) Fold/Presentation & Posting of Colors Sabers (8 Person max/ indicate quantity): _____ POW/MIA (6 Airman) (6 Caps) Bugle (Taps) Equipment checkout (45 th SW/ tenants only): Equipment: _____		
Event Specifics	Location and complete address of event		
	Event description		
	Requester, organizations mission		
	Is this company a 501(c)(3) corp? Yes No	Is this event for sales, fundraising, or soliciting? Yes No	Will this event be open to the public/can anyone attend? Yes No
	Will this event be televised? Yes, how No	Will this event be advertised? Yes, how No	
Public Affairs	Approved	PA representative name:	
	Not approved	PA representative signature:	
Base Legal	Approved	Base legal representative name:	
	Not approved	Base legal representative signature:	

REQUESTS MUST BE FAXED TO (321) 494-1357 OR EMAILED TO PATRICKHONORGUARD@US.AF.MIL.

YOU MUST RECEIVE VERBAL NOTIFICATION FROM A PATRICK AFB HONOR GUARD REPRESENTATIVE FOR EVENT CONFIRMATION. PLEASE NOTE MILITARY FUNERAL HONORS WILL TAKE PRIORITY AND A BACKUP PLAN IS SUGGESTED. EVENT COORDINATOR MUST CALL 3 WEEKDAYS PRIOR TO EVENT TO CONFIRM SUPPORT.