

PATRICK AIR FORCE BASE SECONDARY EVENT SUPPORT REQUEST



Building 1391, Marina Road, Patrick AFB, FL 32925
 Office: (321) 494-7477 | After Hours: (321) 616-5937
 Hours of Operation: Mon - Fri 0730 to 1630
 Website: <http://www.gopatrickfl.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. Please allow 30 days to process your request.

Event/Ceremony Name		Request Date	Suspense Date
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	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 Airmen) (6 Caps)			
Bugle (Taps)			
Equipment checkout (45 th SW/ tenants only):			
Event Specifics	Event Admission/Ticket Price:		
	Address of event:		
	Event description:		
	Requester and organization's mission:		
	Is this company a 501(c)(3) corp?	Is this event for sales, fundraising, or soliciting?	Will this event be open to the public/can anyone attend?
	Yes No	Yes No	Yes No
Will this event be televised?	Yes, how No	Will this event be advertised?	Yes, how No
Base Legal	Approved	Base legal representative name:	
	Not approved	Base legal representative signature:	
Public Affairs	Approved	PA representative name:	
	Not approved	PA 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.