



SECONDARY EVENT SUPPORT REQUEST



PATRICK SPACE FORCE BASE HONOR GUARD

Patrick Space Force Base Honor Guard
Building 1391, Marina Road, Patrick SFB, 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>
Email: patrickhonorguard@us.af.mil

The PSFB 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 DO NOT use acronyms and **allow 30 days to process your request.**

EVENT DETAILS:

Event/Ceremony name: _____

Coordinator or requestor's name: _____

Organization's name: _____

Event Address: _____

Phone: (Office and Cell): _____

Organization's Website: _____

Link to registration and/or invitation: _____

Date of Event: _____ Time of Event: _____

Event Admission/Ticket Price: _____

Is the Honor Guard expected to pay admission/parking? _____

EVENT DESCRIPTION:

REQUESTOR AND ORGANIZATION'S MISSION/VISION/VALUES:

What role will the PSFB Honor Guard play in your event? _____

How many people are expected to attend your event? _____

DESCRIBE THE AUDIENCE MAKE-UP? For example: any political officials, community officials, government officials, and high ranking; both military and civilians, national celebrities, and VIPs?

NAME(S) AND TITLE(S) OF INDIVIDUAL(S) SPEAKING AT YOUR ENGAGEMENT?

NAME(S) AND TITLE(S) OF ANY POLITICAL OFFICIALS, COMMUNITY OFFICIALS, GOVERNMENT OFFICIALS, AND HIGH RANKING; BOTH MILITARY AND CIVILIANS, NATIONAL CELEBRITIES, AND VIPS SPEAKING AT YOUR ENGAGEMENT?

WHO WILL BE RECOGNIZED AT YOUR ENGAGEMENT?

TYPE OF SERVICES REQUESTED:

- | | |
|--|--|
| <input type="checkbox"/> Outdoor Colors: (4 Person) US Flag AF Flag Two Rifle Guards | <input type="checkbox"/> POW/MIA (6 Airmen) (6 Caps) |
| <input type="checkbox"/> Indoor Colors: (4 Person) US Flag AF Flag Two Rifle Guards | <input type="checkbox"/> Bugle (Taps) |
| <input type="checkbox"/> Retirement Ceremony: (2 Person) Fold/Presentation & Pre-Posted Flags | <input type="checkbox"/> Equipment checkout (SLD 45/tenants only): |
| <input type="checkbox"/> Retirement Ceremony: (4 Person) Fold/Presentation & Posting of Colors | |
| <input type="checkbox"/> Sabers (8 Person max/indicate quantity): _____ | |

IS YOUR EVENT AN OFFICIAL FEDERAL GOVERNMENT OR A DOD-APPROVED FUNCTION? IF YES, PLEASE LIST. FOR EXAMPLE, CHANGE OF COMMAND, DOD RETIREMENT, OR DISTINGUISH VISITOR CEREMONY.

IF YOU ANSWER YES TO THE QUESTION ABOVE, PLEASE STOP HERE

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PROGRAM:

Y N

- Is your event an invite-only?
- Does your event hold a common interest to the community where invitations are extended to a broad cross-section of a diverse community? If yes, how is your event of general interest? _____
- Is your event being used for fundraising, increase sales, or soliciting? If yes, what organization will benefit? _____
- Is your event being used to solicit votes in a political campaign?
- Is your event part of a religious service or ceremony?

HOW DOES YOUR EVENT BENEFIT THE LOCAL, REGIONAL, OR NATIONAL COMMUNITY?

DOES YOUR EVENT DIRECTLY SUPPORT ARMED SERVICES RECRUITING PROGRAMS? IF YES, HOW?

IS YOUR EVENT TO BE ADVERTISED/OR BROADLY PROMOTED? IF YES, HOW AND LIST OUTLETS:

Is your event part of one of the following sports teams: MLB, NFL, NHL, NBA or NCAA tournament? If yes, which one?

SPONSOR:

Y N

- Is your organization a civic, service, youth, professional, educational, trade, or labor organization interested in supporting the Armed Forces?
- Is your organization a commercial enterprise? In other words, an organization involved in commercial, industrial, or professional activity.
- Is the Honor Guard performance incidental to the primary program?
- Does the Honor Guard's support selectively benefit the commercial activity?
- Will the Honor Guard's role be clearly civic in nature?
- Is your organization a public school, college, or university?
- Is your organization a non-public school where the program is of a community-wide interest and benefit?
- Is your event a veteran, military-service related, educational, patriotic, or recruiting program? If so, how? _____
- Is your organization a narrow-membership organization: religious or sectarian, ideological movement, political organization, where it is clear that support primarily benefits the community at large or the Armed Forces, as opposed to the sponsor?
- Will your event be televised? If yes, list media outlets? _____
- Does your group excludes anyone from its membership because of race, religion, color, national origin, gender or sexual orientation?
- Does your organization have a constitution, by-laws, membership qualifications, or rituals not available to the general public? (ex: Secret societies; fraternal organizations).
- Is your organization a 501(c)(3)? A corporation, trust, unincorporated association, or other type of organization exempt from federal income tax under section 501(c)(3) of Title 26 of the US Code.

SUPPORT:

- Will your organization reasonably be expected to bring credit to the individuals involved and to the Armed Forces and at no additional cost to the government?

LOCATION:

- Is your event open to the public without regard to race, religion, color, national origin, gender or sexual orientation?
- Is your event being held on a military base?
- Is your event being held at a local, state, or federal property, facility, or building?
- Is your event being held at a bona fide community center?
- Is your event being held at a private commercial building?

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| LOCATION CONT. |
|---|
| <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your event being held at a building used for religious purposes?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your event being held at a shopping mall or center where the program directly relates to recruiting or patriotic activities? If so how?</p> <hr/> <p><input type="checkbox"/> <input type="checkbox"/> Is your event being held at a shopping mall or center where Honor Guard's support would not appear to selectively benefit any commercial business?</p> |
| <p>IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR EVENT THAT WE HAVEN'T ASKED?</p> |
| <p>Requests must emailed to patrickhonorguard@us.af.mil or faxed to (321) 494-1357 no later than 30-days from your engagement date. You must receive verbal notification from a Patrick SFB Honor Guard representative for event confirmation. Please note: Military funeral honors take priority and a backup plan is suggested. Event coordinator must call 3 weekdays prior to event to confirm support.</p> <p><i>This form supersede all others and is current as of May 2022</i></p> |
| REQUESTOR STOPS HERE |

| HONOR GUARD RECOMMENDATION | | |
|--|---|-----------|
| <input type="checkbox"/> | APPROVAL | REMARKS: |
| <input type="checkbox"/> | DISAPPROVAL | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Does this event selectively benefit a sponsor in that the same support would not or could not be provided to similar groups or organizations? | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Does this event interfere with military needs or operational requirements? | |
| HONOR GUARD | | |
| DATE SIGNED | NAME, GRADE, TITLE | SIGNATURE |

| PUBLIC AFFAIRS RECOMMENDATION | | |
|--|---|-----------|
| <input type="checkbox"/> | APPROVAL | REMARKS: |
| <input type="checkbox"/> | DISAPPROVAL | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | In compliance with AFI 35-101 3.2 Participation in Public Events? | |
| DATE SIGNED | NAME, GRADE, TITLE | SIGNATURE |

| JUDGE ADVOCATE RECOMMENDATION | | |
|-------------------------------|--------------------|-----------|
| <input type="checkbox"/> | APPROVAL | REMARKS: |
| <input type="checkbox"/> | DISAPPROVAL | |
| DATE SIGNED | NAME, GRADE, TITLE | SIGNATURE |

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