



PATRICK SPACE FORCE BASE SECONDARY EVENT REQUEST

Office Hours of Operations: Mon – Fri/ 7:30 AM to 4:30 PM

Office: (321) 494-7477/7478 After Hours/On-Call: (321) 616-5937

Email: patrickhonorguard@us.af.mil Fax: (321) 494-1357

Address: Building 1391, Marina Road, Patrick AFB, FL 32925

Please visit our website for request forms and pertinent Honor Guard Information; www.gopatrickfl.com/honor-guard.html



| Part I SECONDARY EVENT REQUEST INFORMATION | | | | |
|---|-----------------------------|---|-------|-------------------------------------|
| REQUESTOR INFORMATION | | | | |
| Requestor Name | | Organization Name | | Phone Number |
| Service Branch <input type="checkbox"/> Regular Air Force <input type="checkbox"/> Regular Space Force <input type="checkbox"/> Air Force Reserves <input type="checkbox"/> Air National Guard <input type="checkbox"/> Other: | | | | |
| EVENT LOCATION INFORMATION | | | | |
| Location Name | | Point of Contact | | Phone Number |
| Location Address | | City | State | Zip Code |
| Honors Date | Estimated Honors Start Time | Location Type <input type="checkbox"/> On Base <input type="checkbox"/> Off Base: | | |
| EVENT DESCRIPTION | | | | |
| Event Name | | Honors Recipient(s) | | Cost To Be Incurred by Honor Guard: |
| Names and Titles of Individual Speaking | | Audience Make Up | | |
| Event Description | | Expected Honor Guard Responsibilities | | |
| Detail Type Services Requested Note: These are requested honors. Approval is subject to approval through FSS leadership and Honor Guard manning. <input type="checkbox"/> Colors Detail <input type="checkbox"/> US Flag <input type="checkbox"/> AF Flag <input type="checkbox"/> SF Flag <input type="checkbox"/> Other Flag(s): <input type="checkbox"/> Retirement: <input type="checkbox"/> Formal Colors Posting <input type="checkbox"/> Informal Colors Posting <input type="checkbox"/> Flag Fold/Presentation <input type="checkbox"/> Miscellaneous: <input type="checkbox"/> POW/MIA Table <input type="checkbox"/> Saber Arch <input type="checkbox"/> Equipment Checkout <input type="checkbox"/> Other: Additional Notes: | | | | |

| Part II REQUESTING INSTRUCTIONS/INFORMATION | |
|--|--|
| <input type="checkbox"/> Please provide the Patrick SFB Honor Guard with at least 1 month's notice prior to the event, when possible. <input type="checkbox"/> Please call our office to confirm receipt of this request. <input type="checkbox"/> Please call after hours phone if honors request is within 48 hours and you have not received final decision confirmation. ***Submission of this form does not guarantee honors will be provided. You must receive confirmation the Honor Guard can perform.*** | |
| Honors Explanation: Colors Detail: A detail of flag bearers who will conduct an informal posting, formal posting/presentation, or a standalone presentation during the National Anthem, Pledge of Allegiance, Taps, etc. Formal/Informal Colors Posting: Posting of the Colors informally (before event) or formally (during event and with presentation). Flag Fold (Retirement): Ceremonial folding of retirement flag and presentation to retiring member. POW/MIA Table: A table consisting of specific items set up to honor Prisoners of War and Missing in Action Service Members. Saber Arch: An arch of sabers used for weddings and other ceremonies with formal entrance of honored guests. Equipment Checkout: Checkout of Honor Guard equipment to other DoD members. Other: If there is something not on the list, let us know and we will work out the specifics to see if it is something we can do. Thank You Cards/Letters: If the family would like to send thank you cards or letters to the Honor Guard, please mail to: "Patrick Space Force Base Honor Guard" 620 O'Malley Drive BLDG 537, Patrick SFB, FL 32925 | |

| Travel Distance: _____ miles | | Administrative Use Only | | | | Travel Time: _____ hrs: _____ mins | |
|---|------------|--|-------------|--------------|---|------------------------------------|--|
| <input type="checkbox"/> Board | Int: _____ | Contact Requestor: | Date: _____ | Time _____ | Verified w/ _____ | Int: _____ | |
| <input type="checkbox"/> Detail Tracker | Int: _____ | Final Decision: | Date: _____ | Time _____ | Y: <input type="checkbox"/> N: <input type="checkbox"/> Verified w/ _____ | Int: _____ | |
| <input type="checkbox"/> Cal Invite or Entry | Int: _____ | Comm Dec w/ Req: | Date: _____ | Time _____ | Confirmed w/ _____ | Int: _____ | |
| <input type="checkbox"/> Detail Packet or <input type="checkbox"/> Sent To HARB | Int: _____ | <input type="checkbox"/> File original request | Int: _____ | Notes: _____ | | | |