

☐ Cal Invite or Entry

☐ Detail Packet or ☐ Sent To HARB Int.

Comm Dec w/ Req:

Date:

☐ File original request Int:

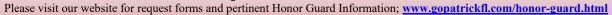
Time

Confirmed w/

## 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

**Email:** patrickhonorguard@us.af.mil Fax: (321) 494-1357 **Address:** Building 1391, Marina Road, Patrick AFB, FL 32925





Part I SECONDARY EVENT REQUEST INFORMATION								
				INFORMATION				
Requestor Name Organization Nar				e	Phone Nun	Phone Number		
Service Branch								
☐ Regular Air Force ☐ Regular Space Force ☐ Air Force Reserves ☐ Air National Guard ☐ Other:								
EVENT LOCATION INFORMATION								
Location Name	Point of Contact Phone Number							
Location Address	City		State	Zip Code				
и В								
Honors Date Estimated Honors Start Time				Location Type				
			☐ On Base ☐ Off Base:					
EVENT DESCRIPTION								
Event Name	Honors Reci	ipient(s)	Cost To Be Incurred by Honor Guard:					
Names and Titles of Individua	Audience Make Up							
1 6				· · · · · · · · · · · · · · · · · · ·				
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.								
□ Colors Detail □ US Flag □ AF Flag □ Other Flag(s):								
☐ Miscellaneous: ☐ POW/MIA Table ☐ Saber Arch ☐ Equipment Checkout ☐ Other:								
Additional Notes:								
Part II		REQUESTIN	IC INSTRU	CTIONS/INFORM	TION			
Part II REQUESTING INSTRUCTIONS/INFORMATION  ☐ Please provide the Patrick SFB Honor Guard with at least 1 month's notice prior to the event, when possible.								
☐ Please call our office to				F,	F			
☐ 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.								
<b>Equipment Checkout:</b> Checkout of Honor Guard equipment to other DoD members. <b>Other:</b> 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								
Travel Distance:	mile			tive Use Only			<u> </u>	mins
□Board	Int:	Contact Requestor:	Date:	Time	Verified			Int:
☐ Detail Tracker	Int:	Final Decision:	Date:	Time	_   Y:□ N:	□   Verified w	·/	Int: