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

Clear

Part I — SECONDARY EVENT REQUEST INFORMATION

REQUESTOR INFORMATION

Requestor Name	Organization Name	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

Honors Date	Estimated Honors Start Time	Location Type
		☐ On Base ☐ 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	Requested Honor Guard Uniform
	☐ Honor Guard Ceremonials (HG Service Dress) ☐ AF/SF Service Dress ☐ OCPs (Fatigues) ☐ Other:

Detail Type — **Services Requested** Note: These are **requested** honors. Approval is subject to approval through FSS leadership and Honor Guard manning.

☐ Colors Detail	☐ Colors Presentation ☐ Formal Colors Posting ☐ Formal Colors Retrieval ☐ Informal Colors Posting ☐ US Flag ☐ AF Flag ☐ SF Flag ☐ Other Flag(s):
☐ Retirement:	☐ Formal Colors Posting/Presentation ☐ Informal Colors Posting ☐ Flag Fold/Presentation
☐ Miscellaneous:	☐ POW/MIA Table ☐ Saber Arch ☐ Equipment Checkout ☐ Other:

Additional Notes:

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 confirm receipt of this request.
☐ 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 Descriptions:

Colors Detail: A detail of flag bearers who will conduct a variety of honors; postings, retrievals, presentations, etc.
Colors Presentation: Presenting the Colors during the National Anthem, Pledge of Allegiance, Taps, etc.
Formal/Informal Colors Posting: Posting the Colors informally (before event) or formally (during event with a presentation of the colors) into stands.
Formal Colors Retrieval: Retrieving the Colors from stands formally (during event).
Flag Fold/Presentation: Ceremonial flag folding and presentation to the 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

☐**Board**	Int:	**Contact Requestor:**	Date: _____	Time _____	Verified w/_____	Int:
☐**Detail Tracker**	Int:	**Final Decision:**	Date: _____	Time _____	Y:☐ | N:☐ | Verified w/_____	Int:
☐**Cal Invite or Entry**	Int:	**Comm Dec w/ Req:**	Date: _____	Time _____	Confirmed w/_____	Int:

☐ **Detail Packet** or ☐ **Sent To HARB** Int: ☐**File original request** Int: Notes: