

**SEYMOUR JOHNSON AFB HONOR GUARD
COLOR GUARD REQUEST WORKSHEET**

Program Manager: TSgt Kyle Cisco

NCOIC: SSgt Mia Islas

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POINT OF CONTACT: _____ POC PHONE: _____

DATE OF CONTACT: _____ TIME OF CONTACT: _____

EVENT DATE: _____ START TIME: _____ SHOWTIME: _____

FUNCTION DESCRIPTION: _____

FUNCTION LOCATION: _____

UNIFORM OF THE DAY

- Ceremonial Blues
- OCPs

PRACTICE / REHERSAL: _____

CEREMONIES REQUESTED

- PRE-POST
- PRESENT ONLY:
- PRESENT then POST
- PRE-POST and PRESENT

NOTE: Pre-Post consists of the posting of the flags before the ceremony begins. *Present only* consists of the presenting of colors during the National Anthem ONLY. *Present then Post* consists of the presenting of colors during the National Anthem and then posting the flags in staged location. *Pre-Post and Present* consists of the posting of the flags before the ceremony and the presenting of colors during the National ANTHEM.

- POW/MIA (items other than AF hat not provided)
- PARADE
- TAPS
- SABERS
- Flag Fold

*****All flag presentation requests will have two rifle guards present*****

FLAGS REQUESTED

- INDOOR
- OUTDOOR

*****The United States and the Air Force flags will be part of any color guard team at a minimum*****

- UNITED STATES
- AIR FORCE
- NORTH CAROLINA
- POW / MIA
- 1 STAR GENERAL
- 2 STAR GENERAL
- 3 STAR GENERAL
- 4 STAR GENERAL

FOR OFF-BASE REQUESTS

Is this a fundraising event? _____ For who? _____ Is the event open to everyone? _____

Is there an admission fee? _____ Is there a cost to the government? _____

How is this event being advertised? _____

Any Posted Flag(s), Stand(s)/Support Equipment will be returned to the Base Honor Guard facility building #1603 within 24 hours of the event (**Friday events/return following Monday**)

Return date/time:

POC Responsible:

REQUEST SHEET