

# SEYMOUR JOHNSON AFB HONOR GUARD COLOR GUARD REQUEST WORKSHEET

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POINT OF CONTACT:  POC PHONE:

EVENT DATE:  REQUESTED PERFORMANCE START TIME:

PURPOSE OF EVENT:

LOCATION:   
 **UNIFORM OF THE DAY**  
CEREMONIAL BLUES

REHEARSAL:

## CEREMONIES REQUESTED

PRE-POST  PRE-POST & PRESENT  PRESENT ONLY  PRESENT & POST

**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 (we only provide AF hat)  PARADE  TAPS  SABERS  
 PRE-FOLDED FLAG PRESENTATION ONLY (Flag must be provided by unit or returned to HG at end of service.)

**\*Due to updated guidance Honor Guard will no longer perform the ceremonial flag fold for retirement ceremonies\***

HGMAN34-515 8.57. Flag Folding for Retirement Ceremonies. The flag folding ceremony is not an official part of the Air and Space Force retirement ceremony. If manning permits, honor guards may perform flag folds as "special presentations". Only the two-person flag fold should be performed during individual retirement ceremonies. The ceremonial uniform will not be worn while performing this ceremony.

2-PERSON FLAG FOLD (Unit provided personnel to perform flag-fold, we are able to train members if schedule permits.)

## FLAGS REQUESTED

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

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

UNITED STATES  AIR FORCE  NORTH CAROLINA  POW/MIA  
 1 STAR GENERAL  2 STAR GENERAL  3 STAR GENERAL  4 STAR GENERAL  
IS THIS AN INDOOR OR OUTDOOR EVENT?  INDOOR  OUTDOOR

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