



VANDENBERG AFB HONOR GUARD

Phone # (805) 606-3654 Fax # (805) 605-0474

Please contact the Honor Guard (HG) to confirm receipt after you have faxed this form.

Color Guard Request Form



Military requests will only be considered for group level events and higher. On-demand training will be provided to unit members that wish to post the colors at events lower than the group level.

Type of Event: _____ **Indoor / Outdoor**
(please circle)

Name/Rank of Individual: _____

Location: _____ Address: _____

Date: _____ Day of the Week: _____ Time: _____
(actual start time of event)

Requesting Organization: _____ Name: _____ Phone: _____

Fax: _____

Honors Requested:

Retirement Ceremony (2-man flag folding)

Post Colors Flag Fold* Present Colors POW/MIA Table (military dining events only)

* **ONLY AF approved script** is allowed to be read during the folding. Honor Guard presents flag to Retiring Official. Retiring officials message to Retiree: *“(Rank and Name,) on behalf of our squadron [or other unit], your friends and your family, I present this flag in recognition of your [number] years of faithful service with the United States Air Force.”*

* **Request for support of events in the local community must be approved by Public Affairs and requested at least 30 days in advance. Military events must meet the criteria outlined in this document and be requested at least 15 days in advance.**

Signature of Requester: _____ Date/Time of Request: _____

NOTE: With my signature, the information I have provided above is accurate to the best of my knowledge. If there are any changes, I will contact the Honor Guard Manager @ (805) 606-3654. **I hereby understand the Vandenberg AFB Honor Guard is obligated to Military Funeral Honors. If my event should conflict with a funeral, I understand my request may be cancelled with short notice.**

FOR HONOR GUARD USE ONLY

TEAM COMPOSITION

1. Right Rifle:

2. US Flag:

Distance (in miles 1 way): _____

3. AF Flag:

Time Length (total time from showtime through return): _____

4. Left Rifle:

5. Other Positions i.e. Fold/Presenter:

6. Other Positions i.e. Fold/Presenter:

Showtime: _____

Team Leader Signature: _____

Team Return Time: _____

Fax Sent: _____

Fax Returned: _____

Received by: _____