



**Joint Base Charleston  
Honor Guard  
Request for Services  
(On-Base)**



Date/Time of Request: \_\_\_\_\_ / \_\_\_\_\_

**REQUESTOR'S/POC'S INFORMATION**

Rank/Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**EVENT INFORMATION**

Occasion: \_\_\_\_\_

Person Being Honored: \_\_\_\_\_

Date of Ceremony: \_\_\_\_\_ Time of Ceremony: \_\_\_\_\_

Location/Address of Ceremony: \_\_\_\_\_  
\_\_\_\_\_

**SERVICE REQUESTED**

Joint Ceremony (Navy/Air Force): \_\_\_\_\_ Navy Ceremony: \_\_\_\_\_ Air Force Ceremony: \_\_\_\_\_

Color Guard: \_\_\_\_\_ Rifle Cordon: \_\_\_\_\_ Saber Cordon: \_\_\_\_\_

Flag Fold: \_\_\_\_\_ Present Colors: \_\_\_\_\_ Post Colors: \_\_\_\_\_ Pre-Post Colors: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_

**Fax Request to (843) 760-1764 or E-Mail to 628HonorGuard@us.af.mil  
Call (843) 767-2134 for receipt confirmation and questions/concerns**

**"To Honor With Dignity"**