

MAXWELL AFB HONOR GUARD SPECIAL DETAIL REQUEST

ORGANIZATION: _____ DATE REQUEST MADE: _____

POC: _____ PHONE #: _____

EMAIL ADDRESS: _____

1. We request honor guard support for the following activity/function:

Name/Type of function: _____
(Change command, retirement, parade, etc.)

Type of support requested: Post Colors Retrieve Colors Taps

Present Colors (flags already displayed & depart w/flags) Reveille Retreat

POW/MIA 1-man / 5-man (circle one) flag fold w/retirement script

General Officer Promotion to _____ (rank) Parade Cordon

Date and time of function: _____

Location/Address of Event: _____

Open to the Public: yes / no (circle one)

Non-Profit Organization: yes / no (circle one)

Other Requirements (be specific): _____

SPECIAL NOTES FROM MAXWELL-GUNTER HONOR GUARD:

- Requesting the Maxwell-Gunter Honor Guard does not automatically ensure the presence of the team. Funeral details take precedence and may result in the cancellation of our participation within 24 hrs. of your ceremony. Please contact us at 334-953-4545 or maxwell.honorguard@us.af.mil with any questions.

- All **Flag Fold Events** must provide their own flag to be folded. If it is for a retirement ceremony, we will fold our flag during the ceremony and pre-fold the shadowbox/gifted flag.

- All community (non-military) requests must be approved by leadership prior to event. Please make sure request is sent with a minimum of 14 days prior to event.

- We cannot guarantee equipment requests due to first come, first serve.