

# LANGLEY HONOR GUARD COLOR GUARD REQUEST

<https://jbleforcessupport.com/honor-guard/>

**\*MILITARY FUNERALS ARE PRIORITY; THIS REQUEST MAY BE CANCELLED WITHOUT NOTICE\***

**E-mail:** [honor.guard.langley@us.af.mil](mailto:honor.guard.langley@us.af.mil)  
**Fax:** (757)764-1180  
**DSN:** 574-7181

**Office Hours:** Mon-Fri: 0800-1600  
Sat-Sun: On-Call  
Holidays: On-Call

Contact the Honor Guard cell for urgent concerns during on-call days

**Phone#:** (757)764-7181  
**Cell#:** (757)810-9499

<sup>1</sup>\* indicates mandatory field.

## A. EVENT INFORMATION

\*1. FUNCTION/HONOREE(S) (Rank & Name)\*:

## B. COORDINATORS INFORMATION

2. REQUEST SUBMISSION DATE:

\*3. TYPE OF CEREMONY (choose one)\*:  NONE

BASE FUNCTION

RETIREMENT \*YEARS OF SERVICE\*: \_\_\_\_\_

PROMOTION

CHANGE OF COMMAND

INDUCTION CEREMONY

GRADUATION

AWARDS CEREMONY

COMMUNITY FUNCTION

OTHER

If other, please explain:

\*3b. THIS EVENT WILL BE\*:  INDOOR  OUTDOOR

\*4. SERVICES REQUESTED (check all that apply)\*:

COLOR GUARD

FLAG FOLD  
USAF RETIREMENT

WILL A 5' x 9.5' FLAG BE PROVIDED?

YES  NO

SWORD ARCH

POW/MIA TABLE

TRAINING

1-HAT

WEAPONS CORDON

6-HAT

## C. LOCATION TO PERFORM EVENT

\*6. EVENT LOCATION: Building/Room # or Address\*:

## D. EQUIPMENT INFORMATION

\*7. FLAGS REQUESTED FOR CEREMONY\*:

NONE

US\*

USAF\*

1-STAR  AF  ARMY

VA STATE

ARMY

2-STAR

USSF

3-STAR

4-STAR

\*Note: Minimum color guard consists of US & USAF flags.

\*8. OTHER EQUIPMENT REQUESTS\*:

SWORDS

FLAG BASES Quantity: \_\_\_\_\_

NONE

\*9. REQUESTING FLAGS TO BE (check one)\*:  N/A

Posted – Color guard presents colors for national anthem, then posts flags in flag bases at desired location for duration of event.

Presented – Color guard presents colors for national anthem, then marches away with flags.

Pre-Posted – One ceremonial guardsman will setup flags prior to event. Flags are returned/retrieved after event.

## E. POC INFORMATION

\*10. POC THE DAY OF EVENT (Rank, Last Name, First Name)\*:

\*11. POC PHONE\*:

12. POC CELL:

## F. SCHEDULING INFORMATION

\*13. DATE OF EVENT\*:

\*14. STARTING TIME\*:

### NOTES:

- The Honor Guard will arrive at location **one** hour prior to the provided starting time. (Item 14 above)
- Please submit request at least 72-hours prior to the event to the maximum extent possible.
- For more information, please visit our website listed at the top of the page.

SPECIFIC DETAILS & REQUESTS: