

MAXWELL AFB HONOR GUARD COLORS SPECIAL DETAIL REQUEST

Organization: _____ Date of Request: _____

POC Name: _____ POC #:

_____ POC Email:

1. I am requesting Honor guard support for the following function: _____

Name/Type of Function: _____
(Change of Command, Retirement, Parade, etc.)

2. **Type of Support Requested:**

Present Colors (flags pre-posted; depart w/Honor Guard flags)

Post Colors Post & Retrieve Colors (must be in script)

Flag fold f/retirement (must be in script)

Reveille/Retreat Taps Sword Cordon

POW/MIA Table (must be in script) AF-hat Joint-hat

General Officer Promotion to _____ (rank) Name of Honoree: _____

Other Request (please explain): _____

3. **Date and time of function:** _____

4. **Location/Address of Event:** _____

Open to the Public: Yes No

Non-Profit Organization: Yes No

Other Details (please be specific): _____

5. **Special Notes from Maxwell-Gunter Base 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 42fss.cst.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 internment flag during the ceremony and pre-fold the shadowbox/gifted retirement flag.
- Please provide a script NLT 2-duty days prior to the event (this can be a draft).
- We cannot guarantee equipment requests due to first come, first serve, and mission requirements.