AIR FORCE MEMORIAL MISSION REQUEST FORM *Upon completion, please send this form in an email to afdw.af.memorial.workflow@us.af.mil

REQUESTER'S NAME:		
CONTACT INFO (PROVIDE BOTH) WO	DIZ NIUMDED.	CELL NUMBER.
	KK NUMBER:	CELL NUMBER:
CEREMONY DATE:		
CEREMONY START TIME:		
PRIMARY LOCATION: WEATHED		R BACK-UP LOCATION:
PRESIDING OFFICIAL:		
HONOREE:		
CEREMONY TYPE:		
	_	
PROMOTION REENLISTMENT	RETIREMENT	
WREATH LAYING	OTHER:	
CEREMONY EQUIPMENT RE	EQUIREMENTS	
US FLAG		HAIRS TOTAL ON SITE
☐ AIR FORCE FLAG		FOR AWARDS/CERTITICATES/GIFTS
SPACE FORCE FLAG		NG CHAIRS (# of chairs)
NAVY FLAG		M WITH ONE MIC
MARINE FLAG		
US COAST GUARD		
AIR FORCE SES FLAG		
OSD SES FLAG		
*All equipment requested will be setup and in	place no setup on your part	
CEREMONIAL MUSIC		
NATIONAL ANTHEM	ARMY	MUSICAL HONORS
INATIONAL ANTIENI		
TAPS	MARINES	(List service and pay
	NAVY	(List service and pay grade):
TAPS	NAVY COAST GUARD	· · · · ·
TAPS	NAVY COAST GUARD AIR FORCE	grade):
TAPS ARMED FORCE MEDLEY	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S	grade):
TAPS ARMED FORCE MEDLEY Please make sure you have someone availabl	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S	grade):
TAPS ARMED FORCE MEDLEY Please make sure you have someone available SPECIAL INSTRUCTIONS	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S le to operate and cue/play the requeste	grade):
TAPS ARMED FORCE MEDLEY Please make sure you have someone available SPECIAL INSTRUCTIONS RESERVED PARKING IS LIMITED TO 2 PLEASE ADHERE TO YOUR NO LATER	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S le to operate and cue/play the requeste RESERVE SPACES THAN START TIME	grade): UPRA) d ceremonial music
TAPS ARMED FORCE MEDLEY *Please make sure you have someone available SPECIAL INSTRUCTIONS *RESERVED PARKING IS LIMITED TO 2 *PLEASE ADHERE TO YOUR NO LATER *PLEASE UPDATE THE AFM WITH ANY	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S <i>le to operate and cue/play the requeste</i> RESERVE SPACES THAN START TIME CHANGES YOU MIGHT HAVE AS	grade): UPRA) d ceremonial music
TAPS ARMED FORCE MEDLEY Please make sure you have someone available SPECIAL INSTRUCTIONS RESERVED PARKING IS LIMITED TO 2 PLEASE ADHERE TO YOUR NO LATER PLEASE UPDATE THE AFM WITH ANY	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S <i>le to operate and cue/play the requeste</i> RESERVE SPACES THAN START TIME CHANGES YOU MIGHT HAVE AS	grade): UPRA) d ceremonial music
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TAPS ARMED FORCE MEDLEY *Please make sure you have someone availably SPECIAL INSTRUCTIONS *RESERVED PARKING IS LIMITED TO 2 *PLEASE ADHERE TO YOUR NO LATER *PLEASE UPDATE THE AFM WITH ANY *ABSOLUTELY NO FOOD AND NO CATE	NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPRE S <i>le to operate and cue/play the requeste</i> RESERVE SPACES THAN START TIME CHANGES YOU MIGHT HAVE AS	grade): UPRA) d ceremonial music
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TO A PROPERTY OF SHE

(Military and Civilian DVs Rank/Title/DV Code)

ATTENDING DVS:	(RANK, NAME, POSITION, DV CODE) POSITION TITLE, DV CODE	
ATTENDEES POSITION TITLE, DV CODE		

*PLEASE BE ADVISED:

THERE IS ONGOING CONSTRUCTION AT AFM AND SURROUNDING PROPERTY WITH LOUD NOISE, DUSTY CONDITIONS AND UNSIGHTLY VIEWS. ALSO, DUE TO THE NATURE OF HEAVY CONSTRUCTION, THERE MAY BE A NEED TO CANCEL / RESCHEDULE AN EVENT WITH VERY SHORT NOTICE.

INCLEMENT WEATHER: FOR YOUR SAFETY, IN THE EVENT OF HIGH WINDS, HEAVY RAIN, THUNDERSTORMS AND LIGHTING WITH IN 5 MILES, CEREMONIES/EVENTS WILL BE POSTPONED/CANCELLED. THE AIR FORCE MEMORIAL RESERVES THE RIGHT TO CANCEL/RESCHEDULE WITH VERY SHORT IN ADVERSE WEATHER.

WHEN PLANNING YOUR CEREMONY/EVENT, PLEASE PLAN FOR AN ALTERNATE VENUE AND MEANS TO CONTACT YOUR GUESTS IN CASE OF ADVERSE WEATHER DISRUPPTING THE USE OF THE AFM.

THE AIR FORCE MEMORIAL RESERVES THE RIGHT TO CANCEL / RESCHEDULE YOUR EVENT WITH VERY SHORT NOTICE PENDING THE ABOVE CONDITIONS LISTED.

PLEASE MAKE SURE YOU HAVE AN ALTERNATE LOCATION AND PLANS...

PARKING IS VERY LIMITED. PLEASE ENCOURAGE GUESTS TO USE TAXI, CARPOOL, RIDE SHARE, METRO BUS, ETC.

PLEASE CONTACT AFM TWO WEEKS PRIOR TO YOUR EVENT TO CHECK STATUS OF CONSTRUCTION ACTIVITIES.