

# **AIR FORCE MEMORIAL MISSION REQUEST FORM**

\*Upon completion, please send this form in an email to [afdw.af.memorial.workflow@us.af.mil](mailto:afdw.af.memorial.workflow@us.af.mil)

## **GENERAL INFORMATION**

REQUESTER'S NAME:

EMAIL:

CONTACT INFO (PROVIDE BOTH) WORK NUMBER:

CELL NUMBER:

CEREMONY DATE:

CEREMONY START TIME:

PRIMARY LOCATION:

WEATHER BACK-UP LOCATION:

PRESIDING OFFICIAL:

HONOREE:

CEREMONY TYPE:

- PROMOTION
- REENLISTMENT
- WREATH LAYING

- RETIREMENT
- COMMISSIONING
- OTHER:

## **CEREMONY EQUIPMENT REQUIREMENTS**

- US FLAG
- AIR FORCE FLAG
- SPACE FORCE FLAG
- NAVY FLAG
- MARINE FLAG
- ARMY FLAG
- US COAST GUARD
- AIR FORCE SES FLAG
- OSD SES FLAG

- 2 DV CHAIRS TOTAL ON SITE
- TABLE FOR AWARDS/CERTIFICATES/GIFTS
- FOLDING CHAIRS (# of chairs)
- PODIUM WITH ONE MIC

*\*All equipment requested will be setup and in place, no setup on your part*

## **CEREMONIAL MUSIC**

NATIONAL ANTHEM  
TAPS  
ARMED FORCE MEDLEY

ARMY  
 MARINES  
NAVY  
COAST GUARD  
AIR FORCE  
SPACE FORCE (SEMPRE SUPRA)

MUSICAL HONORS  
(List service and pay  
grade):

*\*Please make sure you have someone available to operate and cue/play the requested ceremonial music*

## **SPECIAL INSTRUCTIONS**

- \*RESERVED PARKING IS LIMITED TO 2 RESERVE SPACES
- \*PLEASE ADHERE TO YOUR NO LATER THAN START TIME
- \*PLEASE UPDATE THE AFM WITH ANY CHANGES YOU MIGHT HAVE AS SOON AS PRACTICAL
- \*ABSOLUTELY NO FOOD AND NO CATERING

DATE OF REQUEST:

# (Military and Civilian DVs Rank/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 WITHIN 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 DISRUPTING THE USE OF THE AEM

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 AEM TWO WEEKS PRIOR TO YOUR EVENT TO CHECK STATUS OF CONSTRUCTION ACTIVITIES