

AIR FORCE MEMORIAL MISSION REQUEST FORM

**Upon completion, please send this form in an email to afdww.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**
- *NO TENTS, CANOPIES, LARGE BEACH UMBRELLAS OR ITEMS TO CREATE SHADE**
- *WE RECOMMEND THAT YOU SUPPLY WATER FOR YOUR GUESTS. IT CAN GET HOT OUTSIDE.**

DATE OF REQUEST:

