AIR FORCE MEMORIAL CEREMONY REQUEST FORM *Upon completion, please send this form in an email to 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:		
PRESIDING OFFICIAL:		
HONOREE:		
CEREMONY TYPE:		
PROMOTION (New Pay Grade	<i>.</i>)	RETIREMENT
REENLISTMENT	,, 	COMMISSIONING
WREATH LAYING		OTHER:
CEREMONY EQUIPMENT RE	EQUIREMENTS	CAPTAREST.
☐ US FLAG		PRESIDING OFFICIAL/HONOREE SEATING
☐ AIR FORCE FLAG		TABLES (# of tables - up to 2)
SPACE FORCE FLAG		FOLDING CHAIRS (# of chairs)
NAVY FLAG		PODIUM WITH ONE MIC
☐ MARINE FLAG ☐ ARMY FLAG		
US COAST GUARD		
☐ AIR FORCE SES FLAG		
OSD SES FLAG		
*All equipment requested will be setup and in	nlace no setun on your part	
CEREMONIAL MUSIC	piace, no setup on your part	
NATIONAL ANTHEM	ARMY	MUSICAL HONORS
TAPS	MARINES	(List service and pay
ARMED FORCE MEDLEY	NAVY	grade):
	COAST GUARD	
	AIR FORCE SPACE FORCE (SE	MPRE SUPRA)
*Please make sure you have someone availabl	le to operate and cue/play the	requested ceremonial music
SPECIAL INSTRUCTIONS		
*RESERVED PARKING IS LIMITED TO	A DECEDIVE CDACEC	
*PLEASE ADHERE TO YOUR NO LATE		
*PLEASE UPDATE THE AFM WITH AN		HAVE AS SOON AS PRACTICAL
*ABSOLUTELY NO FOOD AND NO CA	TERING	
*NO TENTS, CANOPIES, LARGE BEAC		
*WE RECOMMEND THAT YOU SUPPL	Y WATER FOR YOUR GU	ESTS. IT CAN GET HOT OUTSIDE.
DATE OF REQUEST:		

DESCRIPTION OF SHELDS

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

ATTENDING DVs:	(RANK, NAME, POSITION, DV CODE)	
ATTENDEES	(RANK, NAME, POSITION, DV CODE) POSITION TITLE, DV CODE	
MITERALE	1031101 11122, 5 + 0052	

*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 NOTICE IN ADVERSE WEATHER CONDITIONS.

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 AFM.

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

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.