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: CONTACT INFO (PROVIDE BOTH) WORK NUMBER: CEREMONY DATE: CEREMONY START TIME: PRESIDING OFFICIAL: HONOREE:	EMAIL: CELL NUMBER:
CEREMONY TYPE:	
☐ PROMOTION (New Pay Grade) ☐ 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	PRESIDING OFFICIAL/HONOREE SEATING TABLES (# of tables - up to 2) 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 ARMY TAPS MARINES ARMED FORCE MEDLEY NAVY COAST GUARD AIR FORCE Inst (SEMPRE SUPRA)	MUSICAL HONORS (List service and pay grade):
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 *ABSOLUTELY NO FOOD AND NO CATERING *NO TENTS, CANOPIES, LARGE BEACH UMBRELLAS OR ITEM! *WE RECOMMEND THAT YOU SUPPLY WATER FOR YOUR GU DATE OF REQUEST:	S TO CREATE SHADE

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	
TITIEROBES	TOSTITOT TITLE, D , 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 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.