

# AIR FORCE MEMORIAL CEREMONY REQUEST FORM

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

PRESIDING OFFICIAL:

HONOREE:

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  
TAPS  
ARMED FORCE MEDLEY

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

Instrumental    Vocal

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 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:

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