

# 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 AND SPEAKER

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

## CEREMONIAL MUSIC

NATIONAL ANTHEM  
TAPS  
ARMED FORCE MEDLEY

ARMY  
 NAVY  
MARINES  
AIR FORCE  
COAST GUARD  
SPACE FORCE

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:

