

AIR FORCE MEMORIAL CEREMONY 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:

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:

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