## 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		<u>_</u>
REQUESTER'S NAME: CONTACT INFO (PROVIDE BOTH) WO CEREMONY DATE: CEREMONY START TIME: PRESIDING OFFICIAL: HONOREE:		MAIL: CELL NUMBER:
CEREMONY TYPE:		
<ul> <li>PROMOTION</li> <li>REENLISTMENT</li> <li>WREATH LAYING</li> </ul>	RETIREMENT COMMISSIONING OTHER:	
CEREMONY EQUIPMENT R	EQUIREMENTS	
US FLAG AIR FORCE FLAG SPACE FORCE FLAG NAVY FLAG MARINE FLAG ARMY FLAG US COAST GUARD AIR FORCE SES FLAG OSD SES FLAG	☐ TA □ FO □ PO	OV CHAIRS TOTAL ON SITE BLE FOR AWARDS/CERTIFICATES/GIFTS LDING CHAIRS (# of chairs) DIUM WITH ONE MIC
*All equipment requested will be setup and in CEREMONIAL MUSIC	i place, no setup on your part	
NATIONAL ANTHEM TAPS ARMED FORCE MEDLEY *Please make sure you have someone availab	ARMY MARINES NAVY COAST GUARD AIR FORCE SPACE FORCE (SEMPF ole to operate and cue/play the requ	MUSICAL HONORS (List service and pay grade): RE SUPRA) uested ceremonial music
SPECIAL INSTRUCTIONS		
*RESERVED PARKING IS LIMITED TO *PLEASE ADHERE TO YOUR NO LAT *PLEASE UPDATE THE AFM WITH AN *ABSOLUTELY NO FOOD AND NO CA *NO TENTS, CANOPIES, LARGE BEAO *WE RECOMMEND THAT YOU SUPPO DATE OF REQUEST:	ER THAN START TIME NY CHANGES YOU MIGHT HA ATERING CH UMBRELLAS OR ITEMS TO	CREATE SHADE

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

<b>ATTENDING DVs:</b>	(RANK, NAME, POSITION, DV CODE)		
ATTENDEES	(RANK, NAME, POSITION, DV CODE) POSITION TITLE, DV CODE		
		1.00	

\*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 WITH IN 5 MILES, CEREMONIES/EVENTS WILL BE POSTPONED/CANCELLED. THE AIR FORCE MEMORIAL RESERVES THE RIGHT TO CANCEL/RESCHEDULE WITH VERY SHORT IN ADVERSE WEATHER.

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.