MAXWELL AFB HONOR GUARD SPECIAL DETAIL REQUEST

Organization: _____ **Date of Request**: _____

POC Name: _____ **POC #:** _____

POC Email: _____

1. I am requesting Honor guard support for the following function:

   Name/Type of Event: _____
   (Change of Command, Retirement, Promotion, Parade, etc.)

2. **Type of Support Requested**:

   ◯ **Present Colors** (your flags pre-posted; Honor Guard (HG) presents/departs with our flags)

   ◯ **Post Colors** (using your flags, HG posts flags in stands after presenting, then departs event)

   ◯ **Post & Retrieve Colors** (using our flags, HG posts flags in stands after presenting, then remains for entire event. HG retrieves our flags from stands after the event concludes)

   ☐ **Flag Fold** for retirement *(must be in script)*
   Rank/Name of Retiree: _____ Retiree's Years of Service: _____
   Squadron or Organization of Retiree: _____

   ☐ **Other Requests** (Taps, POW/MIA table, Swords, etc.): _____

3. **Date and Time of event:** _____

4. **Location Name:** _____

5. **Location Address:** _____

Additional Notes/Requests (please be specific): _____
_____
_____

5. **Special Notes from Maxwell-Gunter Base Honor Guard:**

- Requesting the Maxwell-Gunter Honor Guard does not automatically ensure the presence of the team. Funeral details take precedence and may result in the cancellation of our participation within 24 hrs. of your ceremony. Please contact us at 334-953-4545 or maxwell.honorguard@us.af.mil with any questions.
- All **Flag Fold Events** must provide their own flag to be folded. For retirement ceremonies, we can fold a retirement flag (3'x4' or 5') or internment flag (5'x9.5') during the ceremony, however we request to practice with the ceremony's flag before the start time as flags can vary in size.
- Please provide a script NLT 2-duty days prior to the event (this can be a draft).
- We cannot guarantee equipment requests due to first come, first serve, and mission requirements.