

**Detail Request (Air Force)**  
**McConnell AFB Honor Guard**  
**53147 Kansas Street, Suite 102, Bldg 732**  
**McConnell AFB, KS 67221-3606**  
**Email: 22ARW.HG.HonorGuard@us.af.mil**  
**Phone: (316) 759-3991**  
**After Hours Phone: (316) 641-3724**  
**Fax: (316) 759-1498**

Name of Requester: (rank first last) \_\_\_\_\_

Email Address: \_\_\_\_\_

Requester Phone Number: \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell)

Type of Event (check one):  Military Function  Personal Function  Other:

On or Off Base (check one):  On Base  Off Base

Event Name: \_\_\_\_\_

Address of Location: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ / \_\_\_\_\_

Services Requested (check all that applies):  Retirement  Colors  Sabers  Wedding  Other

INSIDE or OUTSIDE event:  Inside  Outside  Other: \_\_\_\_\_

Special Instructions (ex: retirement and we'd like to have the flag folded): \_\_\_\_\_

**NOTE: Completion of this form is not an official request for military details. You must have a verbal confirmation from the McConnell AFB Honor Guard Office.**

**Honor Guard Member:**

**Signature:**