



# McConnell Air Force Base Honor Guard

## Detail Request Form

Office Phone: (316) 759-3991 / Cell: (316) 641-3724

Email: 22ARW.HG.HonorGuard@us.af.mil

Fax: (316) 759-1498

### INSTRUCTIONS

Email or Fax request form for review

**Only when you have received VERBAL CONFIRMATION from the McConnell AFB Honor Guard Office, is when the request is deemed complete and official.**

### SECTION I. REQUESTER INFORMATION

1. NAME (Last, First M.)

2. RANK (if applicable)

3. E-MAIL ADDRESS

4. OFFICE PHONE

5. CELL PHONE

### SECTION II. EVENT INFORMATION

1. EVENT NAME

2. DATE

3. TIME

4. ADDRESS (City, State, Zip Code) *if not at McConnell AFB*

5. MCCONNELL AFB LOCATIONS ONLY

6. CONDITIONS

STREET ADDRESS: \_\_\_\_\_

BUILDING NUMBER: \_\_\_\_\_

ROOM NUMBER/NAME: \_\_\_\_\_

INSIDE

OUTSIDE

COVERED AREA

### SECTION III. SERVICES REQUESTED

1. RETIREMENT CEREMONIES ONLY

2. OTHERS

COLORS  FLAG FOLD

YEARS OF SERVICE: \_\_\_\_\_

COLORS

TAPS

FLAG FOLD

OTHER: \_\_\_\_\_

DRY-RUN  YES  NO

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

OR  SAME AS EVENT ADDRESS

### SECTION IV. SPECIAL INSTRUCTIONS OR NOTES

#### MAFB HG USE ONLY:

Initial/Date & Time: \_\_\_\_\_

S: \_\_\_\_\_

Attempt 1: \_\_\_\_\_

D: \_\_\_\_\_

Attempt 2: \_\_\_\_\_

A: \_\_\_\_\_