

SHAW HONOR GUARD
CEREMONY REQUEST SHEET



EVENT DATE:

TIME:

LOCATION:

CEREMONY TYPE:

NAME/ UNIT (If Applicable):

POC/ Phone #: Primary:
Alternate:

TYPE DETAIL REQUESTED/ REMARKS:

SPECIAL INSTRUCTIONS:

Disclaimer: Please note that military funerals take priority over all other details. Details are subject to cancellation. We recommend that you have a backup plan in-place. Thursdays, Fridaydays, Saturdays, and Mondays are our busiest days.

Note: Units must provide a 5'X 9'6" cotton flag for folding and presentation. Flags may be purchased at the LCI store.

Return completed requests to: 20fw.hg@us.af.mil

DSN: 895-6004/Comm: 803-895-6004

On Call Phone: 803-968-2661

For Honor Guard use only. Do not write below this line.

Approved by 20 FW/PA on _____ (Required for civic related function not on base)

Event loaded to Outlook & SharePoint on _____ by: _____