NELLIS AIR FORCE BASE
HONOR GUARD

SUPPORT REQUEST FORM

INSTRUCTIONS - PLEASE READ CAREFULLY

Please contact the 99th Air Base Wing Public Affairs office by phone or e-mail at least 30 days prior to your event. Then fill out this form completely and send it by fax, mail or email (please include the dates of your request and your group name in the subject line) to:

99th Air Base Wing Public Affairs
Attn: Honor Guard Requests
99 ABW/PA
4430 Grissom Ave, Suite 107
Nellis Air Force Base, NV 89191

Tel: 702-652-2750
Fax: 702-652-9838

Email:
99abw.paoutreach@nellis.af.mil

The Nellis Honor Guard's primary, congressionally-mandated mission is to provide funeral honors. Nellis is proud to support public events in surrounding communities whenever possible. However, due to the high volume of requests we receive, not every event can be supported. Federal law and Air Force regulations prohibit support to events where Honor Guard presence could imply endorsement of a for-profit entity, political or religious organization or viewpoint, private individual, or of illegal or controversial subjects which may discredit the United States armed forces or government. Though it is rare, your request may be cancelled without advance notice if the Honor Guard must retask its personnel for funeral support. We will consider requests submitted later than the 30 day window, but due to the large number of events we support, such requests are unlikely to be approved. Though there is no charge for the appearance of the Honor Guard, your organization may be required to cover any associated costs of providing support to the event such as meals, parking, travel, admission fees, lodging, etc.

EVENT INFORMATION

Title of event and purpose: ☐ Fundraiser event ☐ Admission fee? $_____

Date and time of event (opening and closing ceremonies):

Audience (approximate size, professional interest):

Name of your organization/group/business:

Group/Organization Points of Contact:	**Primary**	Name: Mobile #: Work #: Email: Mail Address:	**Alternate**	Name: Mobile #: Work #: Email: Mail Address:

Event Location:
(include address, directions, access instructions, etc.)

Venue type (check as appropriate):
☐ Stage ☐ Indoor
☐ No Stage ☐ Outdoor

Color guard detail requested (check one):

☐ Posting of Colors*
(March in/out ceremonial placement of display flags)

☐ Posting & Retiring of Colors*
(March in/out for ceremonial flag placement, separately march in/out for flag removal at end)

☐ Presentation of Colors
(March in with flags, present flags to anthem, Pledge of Alliegance, etc, march out w/ flags)

*** These details require a team member to stay to recover equipment or you must make other arrangements in advance.**

Flags requested:
☐ U.S. ☐ State _____
☐ Army ☐ Navy ☐ Air Force
☐ Marines ☐ Coast Guard
☐ Other _____

POW/MIA table:
☐ Set up before event
☐ Set up to scripted reading during event

Other requests:
☐ Firing party
☐ Bugler
☐ Flag raising/lowering
☐ Training
☐ Briefing
Please describe: