

Hurlburt Field Honor Guard

**** A 5 x 9.5' (small star) flag is required to be purchased/provided by the POC/Honoree for retirement ceremonies. ****
Suitable NSN: 8345-00-656-1432

Be advised, a team member will process your request as soon as possible and be in contact with you to confirm the details within 7 - 14 days prior to the ceremony date (reliant upon the ceremony type and timeframe).

Keep in mind, requests are NOT prioritized by date of submission; Hurlburt Field Honor Guard has a very strict order of precedence. **Unfortunately, if manning is low or your ceremony interferes with a Funeral Request, we will have to cancel our Colors appearance in order to render Military Funeral Honors.**

If you have any questions or concerns, please feel free to reach out to us at (850) 884-5330/5908.

Ceremony Information

Date of Ceremony (Day/Month/Year) :

Time of Ceremony:

Address of Ceremony (Including Building #) :

Is the location in a Hangar? Yes No

Date of Request (Day/Month/Year) :

Flags/Colors Presentation Checklist

Present Colors? (4 person team presents colors at the start of ceremony) 2-Person Flag Fold? (For Retirement Ceremonies)

Yes No

Yes No

Pre-Post Flags? (Do you need Honor Guard to bring extra flags for the stage and set them up?)

Yes No

Ceremony Type: Change of Command Re-designation Retirement Other:
Indoor Protocol Outdoor Protocol

Key Personnel Information

Rank/Name of POC [First/Last] :

POC Phone (Office & Cell) :

POC Email:

Unit:

Guest of Honor [Rank/First/Last] :

Presiding Officer [Rank/First/Last] :

All requests forms must be submitted via an unencrypted email to: 16svs.hg@us.af.mil

****Notes****

Unfortunately, if manning is low or your ceremony interferes with a Funeral Request, we will have to cancel our Colors appearance in order to render Military Funeral Honors.