

## MacDill AFB Honor Guard

### Colors Request Form

Be advised, a team member will process your request as soon as possible.

We will contact you to confirm the details of the ceremony usually within 24 hours of receiving a request. We will contact you a 24-48 prior to the ceremony date to confirm nothing has changed. Finally the team conducting the ceremony will call you the day of the ceremony to confirm nothing has changed.

We will make every attempt to fulfill your request, **However, if manning is low or your ceremony interferes with a Funeral Request, we will have to cancel your Colors ceremony as little as 12 hours prior to the event time. Let us know if anything changes or if you have any questions.**

If you have any questions or concerns, please feel free to reach out to us at (813)828-5190/5191.

### Ceremony Information

Date of Request (Day/Month/Year):

Date of Ceremony (Day/Month/Year):

Address of Ceremony (Including Bldg. #):

Time of Ceremony:

Ceremony Protocol:

### Flags/Colors Presentation Checklist

Ceremony Type:

Other:

Present Colors? (4 person team presents colors at the start of ceremony)

2-Person Flag Fold? (For Retirement Ceremonies)

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

### Key Personnel Information

Guest of Honor [Rank/First/Last]:

Presiding Officer [Rank/First/Last]:

Name of POC [Rank/First/Last]:

POC Phone Number: [Office]

[Cell]

POC Email:

Unit:

All requests forms must be submitted via an unencrypted email to: [honorguard-2@us.af.mil](mailto:honorguard-2@us.af.mil)

**\*\*Notes\*\***

**A 5 x 9.5' (small star) flag is required to be provided by the POC/Honoree for retirement ceremonies.**  
<https://www.anley.com/usa-flags/usa-burial-flag/>  
Suitable NSN: 8345-00-656-1432