

# COLOR GUARD DETAIL REQUEST FORM

## Buckley Space Force Base Honor Guard

Mile High Honor Guard is located at Bldg: 1005 Rm: 174, Buckley SFB, CO80011

COMM: 720-847-6668

Email: [buckley.honor.guard@us.af.mil](mailto:buckley.honor.guard@us.af.mil)

*NOTE: Military Funeral Honors take TOP priority and may conflict with this your request. Buckley Base Honor Guard cannot support any requests if there are conflicting funeral services. All color guard request must be submitted two weeks prior to event date. Buckley Base Honor Guard cannot guarantee requested services received with less than a two week notice. Retirement ceremonies are subject to approval based MFH scheduled/rank of retiree.*

*Community (non DoD/Military) events are subjected to review. **MUST** be open to the public. Please provide a [DD Form 2536](#) along with this request form.*

**\*\*\* PLEASE FOLLOW UP YOUR REQUEST THE WEEK PRIOR TO YOUR EVENT \*\*\***

Event Name: \_\_\_\_\_  
(include: rank/name if the ceremony is for someone's retirement)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Event Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

Other: \_\_\_\_\_

Please Note: Other county are subject to approval and are out of Buckley's AOR

### WHAT TYPE OF DETAIL ARE YOUR REQUESTING

Present Colors     \*Present and Post Colors     \*\* Flag Fold (\*\* See note below for style of flag that must be provided by requester/event staff)

Pre-Post Flags     Sabers     Flag Pole Ceremony     Other: \_\_\_\_\_

Flags to be used for Colors event:  US     CO     USAF     USSF     Other: \_\_\_\_\_

**\*Present and Post the Colors:** Can only be done for official military ceremonies on Buckley Space Force Base, unless event staff has their own set of approved matching flags and stands, otherwise all events will be "Present Colors" only.

**\*\* Flag Fold:** We request that a 9x5 COTTON U.S. Flag be provided for the event. The honor guard will not fold any flags "during the ceremony" not matching this description. You can order a flag at: <https://nationalcapitalflag.com/product/5x9-1-2-foot-cotton-us/> (Approx \$150.00) If a flag cannot be provided, the honor guard can lend a flag for the ceremony and must be returned after the event. Other flags can be pre-folded by this team, just not in the ceremony. We can also train two volunteers in your unit to fold a flag without any of these limitations or restrictions and would be a more meaningful and personable approach for the retiree.

### Additional request, information, details and/or itinerary of event:

Person Requesting (add rank): \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Email address(s): \_\_\_\_\_

Alt. POC (name /info): \_\_\_\_\_

Parking info if event is not on Buckley SFB: (Location and who is responsible for parking fees?) \_\_\_\_\_

**Date/Time of request:**

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### MILE HIGH HONOR GUARD USE ONLY:

### Notes:

HG member taking request: \_\_\_\_\_

Replied to requester:  Place on calendar:

Support:  Nonsupport:  Reason: \_\_\_\_\_