



YOKOTA BASE HONOR GUARD REQUEST FORM

(for all events other than funerals)



DATE OF EVENT	TIME OF EVENT	TYPE OF CEREMONY	WHO IS THE CEREMONY FOR	HONORS REQUESTED
(day/month/year)	(Start Time)	(Change Of Command, Retirement, Luncheon, etc)	(Unit, Official's name, Retiree's Name, Wedding name, etc)	(Post Colors, Present Colors, Flag Fold, Drill Team, etc)

EVENT LOCATION	
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EVENT POC AND CONTACT INFORMATION			
NAME	OFFICE PHONE	CELL PHONE	EMAIL

WILL THERE BE A SCHEDULED PRACTICE	DATE(S) OF PRACTICE (day/month/year)	TIME OF PRACTICE	LOCATION OF PRACTICE
YES or NO	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>

ADDITIONAL INFORMATION / COMMENTS:

FOR HONOR GUARD USE ONLY			
APPROVED BY:		DATE APPROVED:	