



**JOINT BASE CHARLESTON
HONOR GUARD
ON-BASE REQUEST WORKSHEET**

Fax Request to (843) 760-1764 or E-Mail to 628FSSHonorGuard@us.af.mil
Call (843) 767-2134 for receipt confirmation and questions/concerns



Date/Time of Request: _____ / _____

REQUESTOR'S/POC'S INFORMATION

Rank/Name: _____

Unit: _____ Phone: _____

E-Mail: _____

EVENT INFORMATION

Occasion: _____

Person Being Honored: _____

Date of Ceremony: _____ Time of Ceremony: _____

Location/Address of Ceremony: _____

SERVICE REQUESTED

Joint Ceremony (Navy/Air Force): _____ Navy Ceremony: _____ Air Force Ceremony: _____

Color Guard: _____ Rifle Cordon: _____ Saber Cordon: _____

Flag Fold: _____ Present Colors: _____ Post Colors: _____ Pre-Post Colors: _____

SPECIAL INSTRUCTIONS

"To Honor With Dignity"