



EIELSON AFB HONOR GUARD COLORS & EVENT REQUEST FORM

Bldg. 365 Kodiak ave. Eielson AFB, AK 99702

Hours: Mon - Fri 0800 - 1600

Office Phone: (907) 377-3158 Cell Phone: (907) 385-2350

Email: hg.fw@us.af.mil



PLEASE ALLOW 72 HOUR NOTICE FOR COLORS/EVENT REQUESTS
If you have not received a response within 48 hours of request, please contact the office
MILITARY FUNERAL HONORS TAKE PRECEDENCE OVER ALL COLORS & EVENTS

SECTION I - POINT OF CONTACT DATA					
POC NAME(S)		POC PHONE NUMBER(S)		DATE	
SECTION II - FUNCTION INFORMATION					
FUNCTION/HONOREE NAME	UNIT	TIS	ADDRESS/LOCATION	DATE	TIME
Select all that apply					
Presentation of Colors: A formal presentation of the US National Colors to the audience and the rendering of honors during the playing of the National Anthem or similar tribute. The Colors team will consists of 2 rifle members and 2 flag members (American/Air Force Flag). If you require different flags, please annotate your request below and we will do our best to accommodate.					
Posting of Colors: Immediately after the color's presentation, flags will be placed in the flag stands. If you choose to pre-post the colors and require equipment, please annotate what equipment you need below.					
Retire of Colors: Upon completion of the event. EBHG will formally remove the flags from the stands and exit the event.					
POW/MIA Table: EBHG ONLY supplies hats (5 branch service hats and civilian hat). Upon request 1ea. American flag and 1ea POW/MIA flag with stands can be provided. The POW/MIA script from AFPAM 34-1202 must be used. Space Force is NOT authorized to be part of POW/MIA table. The host must supply the remaining equipment.					
Retirement Ceremony: 2-Person flag fold with presentation to retiree. The flag folding script from HGMAN 34-515 is used during the flag fold. Uniform will be Service Dress, not Ceremonials. If unit wants in-house members to preform the event, EBHG will provide training upon request. Flag folding script is read by: EBHG EMCEE					
Saber Cordon: A tradition where 2 lines of members with sabers form an "arch" to render honors to members. Typical events include awards banquets, promotion ceremonies, weddings. Saber cordons will only be used for Air Force ceremonies. If non-HG members are preforming the arch, EBHG will provide training to members upon request.					
Color Guard requests for off-base events will be processed through the Eielson AFB Public Affairs office before put on the calendar.					
ADDITIONAL NOTES (ex: Special Request, Practice Time, Other event info, Equipment Reservation)					
SECTION III - Honor Guard Checklist					
Public Affairs Notified: Yes N/A		Information verified by:			
Added to Calendar/Time Tree:		Date/Time:			
Stored in Share Drive:				Ver. April 2025	