



## 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					
<b>Presentation of Colors:</b> 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. <b>The Colors team will consists of 2-rifle members and 2-flag members (American/Air Force Flag).</b> <b>If you require different flags, please annotate your request below and we will do our best to accommodate.</b>					
<b>Posting of Colors:</b> Immediately after the color's presentation, flags will be placed in the flag stands. <b>If you choose to pre-post the colors and require equipment, please annotate what equipment you need below.</b>					
<b>Retire of Colors:</b> Upon completion of the event. EBHG will formally remove the flags from the stands and exit the event.					
<b>POW/MIA Table:</b> EBHG <b>ONLY</b> supplies the 5 branch service hats and civilian hat. Space Force is NOT authorized to be part of POW/MIA table. The POW/MIA script from AFPAM 34-1202 must be used. <b>Upon request 1ea. American flag and 1ea POW/MIA flag with stands can be provided. The host must supply the remaining equipment.</b>					
<b>Retirement Ceremony:</b> 2-Person flag fold with presentation to retiree. The flag folding script from HGMAN 34-515 is used during the flag fold. <b>Uniform will be Service Dress, not Ceremonials.</b> If unit wants in-house members to preform the event, EBHG will provide training upon request. <b>Flag folding script is read by:</b> EBHG EMCEE					
<b>Saber Cordon:</b> 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. <b>Saber cordons will only be used for Air Force ceremonies.</b> If non-HG members are preforming the arch, EBHG will provide training to members upon request.					
<b>Color Guard requests for off-base events will be processed through the Eielson AFB Public Affairs office before put on the calendar.</b>					
ADDITIONAL NOTES (ex: Special Request, Practice Time, Other event info, Equipment Reservation)					
SECTION III - HONOR GUARD USE ONLY					
Public Affairs Notified: Yes N/A		Information verified by:			
Added to Calendar/Time Tree:		Date/Time:			
Stored in Share Point:				Ver. April 2025	