

SHAW HONOR GUARD  
CEREMONY REQUEST SHEET



**EVENT DATE:**

**TIME:**

**LOCATION:**

**CEREMONY TYPE:**

**NAME/ UNIT (If Applicable):**

**POC/ Phone #: Primary:**  
**Alternate:**

**TYPE DETAIL REQUESTED/ REMARKS:**

**SPECIAL INSTRUCTIONS:**

**Disclaimer: Please note that military funerals take priority over all other details. Details are subject to cancellation. We recommend that you have a backup plan in-place. Thursdays, Fridaydays, Saturdays, and Mondays are our busiest days.**

**Note: Units must provide a 5'X 9'6" cotton flag for folding and presentation. Flags may be purchased at the LCI store.**

**Return completed requests to: [20fw.hg@us.af.mil](mailto:20fw.hg@us.af.mil)**

**DSN: 895-6004/Comm: 803-895-6004**

**On Call Phone: 803-968-2661**

For Honor Guard use only. Do not write below this line.

Approved by 20 FW/PA on \_\_\_\_\_ (Required for civic related function not on base)

Event loaded to Outlook & SharePoint on \_\_\_\_\_ by: \_\_\_\_\_