THE UNITED STATES COAST GUARD BAND

Public Event 'Patriotic Opener' Request

This request format is used to request U. S. Coast Guard Band participation in public events. The information is required to evaluate the event for appropriateness and compliance with Coast Guard policies and for coordination with the unit involved. Please refer to the Performance Site, Policies and Transportation Requirements sections before completing this request. Please return the completed first three pages to: Richard.E.Wyman@uscg.mil or Heather.B.Doughty@uscg.mil via e-mail, USPS, or FAX to:

U.S. Coast Guard Band (pb)
Scheduling Office
15 Mohegan Avenue
New London, CT 06320-4195
Vx: 860-701-6827 Fx: 860-444-8475

Section A

1a. Title of Event: _____

b. Purpose of event: _____

_____

c. Date of event: _____Time-from: _____ to: _____

d. Time performers must be in place: _____

e. Address of event: _____

City, State, Zip: _____

f. Official name of site: (Edgewood Convention Center, Smith Park) _____

_____

g. Description of site: (Concert Hall, Hotel Ballroom, etc.) _____

_____

h. Names of VIP's Expected to Attend: _____

_____

i. Is this event part of a series? _____ If yes, please provide information about your series.

j. Is this event being held in conjunction with any other event or civic celebration? _____

If yes, what event?

2.a. Official name and description of host organization: _____

b. Name of any other person or organization underwriting the cost of this event. (i.e. corporate sponsorship, individual sponsorship, etc.)_____

_____

3. The host (is) (is not) a civic organization.
The event (does) (does not) have the official backing of the Mayor.

4. The hosting organization (does) (does not) exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, sex, national origin, religion, age, or handicap.

5. Host's representative (POC) authorized to complete arrangements for U. S. Coast Guard Band participation:

Name: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

Telephone: Office: _____ Cell: _____

6. Anticipated attendance: _____

7. Is this event being used to raise funds for any purpose? _____

8. Is there an admission charge? _____ Charge for seating? _____

9. Disposition of profits which may accrue: _____

10. Is this event being used to support any commercial interest, religious affiliation, political party, or political candidate? _____

11. Will admission, seating and other accommodations and facilities connected with this event be available to all persons without regard to race, creed, sex, color, national origin, religion, age, or handicap? _____.

12. Will transportation at the host's expense be provided from the U. S. Coast Guard Academy to and from the event location?_____

Estimated cost of transportation for band members and equipment that is being offered: $_____
(Includes, bus, truck, airfare, train, travel fee, rental or privately owned vehicle).

13. Will the standard Joint Federal Travel Regulations allowance for meals and incidental expenses (M&IE) be provided by the host when travel time is more than 12 hours but less than 24 hours? _____
Estimated cost: $_____

14. Will the JFTR published daily rate for M&IE and Lodging be provided for support that requires travel over 24 hours?_____ Estimated lodging w/tax: $_____ Estimated M&IE:$_____

15. Total of all travel costs being offered to the US Coast Guard Band: $_____

16. Name of contact for funding: _____

Email of contact for funding: _____

SECTION B

Please refer to the Stage Requirements Sheet before completing this section.

1. If request is for an **indoor** event, please indicate:
   Stage dimensions: _____
   Audience seating capacity: _____
   Are risers available? _____
   Is a PA system available for announcements? _____
   Are dressing rooms available? _____

2. If request is for an **outdoor** event, please indicate:
   Stage dimensions: _____
   Is there an acoustical shell: _____
   Is the audience seating permanent :_____
   If not, what is the audience seating situation:_____
   Are risers available: _____
   Is a PA system built in? _____
   Are dressing rooms available at the site: _____
   If not, are dressing rooms available nearby? _____

3. Will technicians be available to operate: Sound System? _____ Lights? _____
   Will three (3) 110 volt, AC, 20 amp electrical currents be available if applicable? _____

4. Will ample reserved parking be available for the bus (and truck)? _____

SECTION C

1. Name and telephone number of any Coast Guard representative or government official with whom you have discussed possible participation: _____

2. I certify that the information provided herein is complete and correct to the best of my knowledge and belief. I understand that a representative of the U. S. Coast Guard Band will contact me to discuss arrangements and costs involved prior to final commitments.

   Signature: _____Date: _____
   (Host's representative)

The U. S. Coast Guard Band
Patriotic Event Support Policy

A patriotic opener consists of 15 minutes of patriotic music, including the presentation of colors. This serves to initiate the formal element of a civic, government or military event. The musical program must include the National Anthem unless the ceremony includes a recital of the Pledge of Allegiance. During civic events with patriotic openers, the Band may not provide additional music for entertainment such as concert or show music, or for background such as dance, cocktail, or dinner music.

1. Requesting organizations are required to fund all transportation costs associated with the event. Lodging costs and per diem as determined by published government travel regulations would likely be necessary if the event is located more than 90-150 miles from the Band's home base of New London, CT. Several factors, including distance, estimated overall travel time, time of event, and the band's overall schedule, are weighed to determine the need for lodging and meals.

2. Coast Guard regulations normally prohibit Coast Guard Band participation in any public event when admission is charged if the Band's participation is the primary attraction.

3. When adverse weather conditions occur at the time of a scheduled outdoor event, the Coast Guard Band is forced to decide whether or not to risk ruining instruments, unique uniforms, or equipment, by participating.

4. There are occasions when the Coast Guard Band must withdraw from an event even though other participants may still take part. The Band Director is responsible for deciding whether or not to take this action. Normally, the Band will not participate in an event when:

   a. Precipitation is falling (the Band Director will make final determination).
   b. The chill factor is below 33 degrees.
   c. The wet-bulb reading is 88 degrees or higher (also applicable to indoor performances).
   d. Insufficient light is available to permit the Band members to read music or see the director.

The Coast Guard Band will cooperate with the civilian host to the maximum degree possible and will not withdraw from an event that the host has not already canceled unless it is considered absolutely necessary.

Rain Sites: When scheduling an outdoor event, please arrange for a suitable indoor site in the event of inclement weather. The rain site must be at the same date and time as the original. A rain date is not feasible

Transportation Requirements

The Ceremonial Unit has 22 members. When the one-way travel distance exceeds 30 miles, an "over-the-road" (coach-type) bus is required to transport the Band and musical instruments. The

bus must be heated/air conditioned to meet the local climate conditions and must contain a restroom facility.

School buses or similar military buses are suitable for local travel of less than 30 miles one-way, but they cannot accommodate musical instruments. When this type of bus is used, a CLOSED-VAN truck with a bed of at least eighteen (18) feet in length is required to transport the musical instruments. The bus must be heated/air conditioned to meet local climate conditions.

Site Needs

The Coast Guard Ceremonial Band for Patriotic Openers requires a stage size of at least 20 feet deep by 20 feet wide, and if indoors, a room that can accommodate the breadth of sound, typically a room that would be suitable for over 200 people.

I. Stage:

a.	Stage Dimensions:	A minimum performing area of 20 feet wide by 20 feet deep.
b.	Stage Access:	A minimum doorway width of 36 inches, to maneuver equipment.
d.	Chairs:	22 sturdy, armless chairs are needed.
e.	Stands:	We bring our own folding stands.
h.	Outdoor:	Platform of 20' x 20' is ideal for outdoor area. If platform is not available, then a flat, clean, grassy area may be used.

II. Lighting: White stage lighting must be used and should be bright enough to read newspaper print without difficulty; special attention should be given to the apron area as this area is often lacking in sufficient light.

III. Other Facilities:

a.	Water:	Access to a water fountain is essential.
b.	Rest Rooms:	For Band Personnel.
c.	Warm-up Room:	1 room for a warm-up area and to store cases.
d.	Dressing Rooms:	x2: 1 for 5-10 females; 1 for 11-16 males unless within a 30 mile radius.

IV. Directions: Please send directions to the performance site. These directions should be from a major highway. A map or diagram is very helpful and note that bus restrictions and heights, if applicable, should be taken into account.

V. Telephone Numbers: Please provide us with cell or other alternative phone numbers for key people we will be working with on event day.

VI. Diagram: Please send us a diagram of the event site indicating:

a) Building, staging area.
b) Grounds and local streets.
c) Locations of entry doors, warm-up room, rest rooms.
d) Parking for Bus (and truck), or personal autos if within a 30 mile radius.