

U.S. COAST GUARD COLOR GUARD MISSION REQUEST FORM

Please email the completed form to the CWO Stajduhar at Stephen.m.stajduhar@uscg.mil & BM3 Seng at adam.i.seng@uscg.mil

NAME OF ORGANIZATION		POC/REQUESTOR NAME	
POC ADDRESS <i>(Street, box or route no., City, State, Zip)</i>		DATE REQUEST MADE	
FUNDING* <i>(What will you pay for and how do you intend to pay if travel is needed?)</i>			
EVENT NAME	EVENT LOCATION	EVENT TIME	EVENT DATE**
EMAIL ADDRESS	POC TELEPHONE #	EVENT DAY TELEPHONE #	
PARKING LOCATION		EST. AUDIENCE SIZE	
REASON FOR REQUEST <i>(Please specify the impact that Color Guard presence will have on your event, ie: public relations opportunities, etc)</i>			

LOCATION TO MEET POC UPON ARRIVAL

ADDITIONAL NOTES

*The *ideal* minimum ceiling height requirement is 15' for flag presentations and 9' for posting flags in flag stands.
 * The Color Guard requests that funding be provided for all missions that require Official Travel Orders as designated by the Color Guard Coordinator. If funding is unavailable, the approval of the request will be left to the discretion of the Color Guard Administrator.

** This request must be received no later than 14 days prior to the event date.

If you have any questions or concerns, please call the Color Guard Coordinator at (907) 487-5260, or (907) 487-5170 Ext 2247

NOTE: Due to obligations of the Base Kodiak Color Guard, all requests, even after approval, are subject to cancellation at any time. We appreciate your understanding and flexibility.