



## U.S. Coast Guard Band Mission Request Form

Please email the completed form to Band Scheduling at [CGA-DG-BandEvents@uscg.mil](mailto:CGA-DG-BandEvents@uscg.mil)

<b>NAME OF ORGANIZATION:</b>	<b>POC NAME:</b>
<b>POC EMAIL ADDRESS:</b>	<b>DATE REQUEST MADE:</b> (MM/DD/YY)

### SUPPORT PREFERENCE:

- Full Band  21Pc. Ceremonial  Brass Quintet  Woodwind Quintet  
 Jazz Combo  Saxophone Quartet  Clarinet Quartet  Woodwind Trio  
 Flute & Harp Duo  Vocalist  Bugler  Other

<b>EVENT NAME:</b>	<b>EVENT LOCATION/ADDRESS:</b>	<b>EVENT DATE:</b>	<b>EVENT TIME:</b>
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<b>Are you able to provide funding?</b>	<b>POC PHONE#:</b>	<b>EVENT DAY CONTACT:</b>
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<b>TYPE OF PERFORMANCE:</b> <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	<b>SITE DESCRIPTION:</b> (CONCERT HALL, SCHOOL STAGE, TOWN GREEN)
<b>ADDITIONAL NOTES:</b>	
<b>PLEASE REFER TO:</b> <b>COAST GUARD EXTERNAL AFFAIRS MANUAL FOR BAND PERFORMANCE</b> <a href="#">COAST GUARD EXTERNAL AFFAIRS MANUAL, COMDTINST M5700.13A (uscg.mil)</a>	

**NOTE: Due to obligations to the United States Coast Guard in Washington D.C. , all requests, even after approval, are subject to cancellation in the event of inclement weather or a major national event that requires our presence elsewhere, such as a State Funeral. We appreciate your understanding and flexibility. This form must be submitted at least 60 days prior to the event for full consideration.**

**For events outside a 50-mile radius, we may require that the requestor provides transportation of personnel and equipment to and from the venue.**

**The Band will not participate in any event that directly or indirectly benefits or appears to benefit or favor any private individual, commercial venture, sect, political or fraternal group. In addition, The Band cannot participate in any event associated with the solicitation of votes or support in an election.**

For office use only:

<b>Vocal? Yes</b> <b>No</b>	<b>Audio Engineer? Yes</b> <b>No</b>	<b>Social Media? Yes</b> <b>No</b>
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<b>Travel orders? Yes</b> <b>No</b>	<b>Cost Estimate:</b>
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<b>Travel needs:</b>
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<b>Additional notes:</b>
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