

THE UNITED STATES COAST GUARD BAND

Coast Guard Ceremonial Support Request Form

This form is used to request U. S. Coast Guard Ceremonial Band participation in military or DHS events. The information is required to evaluate the event for scheduling, suitability, and for coordination with the unit involved. Refer to the General Guidelines section before completing this request. Please return the completed form via e-mail to Richard.E.Wyman@uscg.mil or Heather.B.Doughty@uscg.mil or print and return via FAX 860-444-8475 or mail to:

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

1. Requesting Unit or Department: _____
2. Type of ceremony:
Honors ___ Name of Honoree: _____
Change of Watch ___ Names of Participants: _____
Change of Command ___ Names of Participants: _____
Retirement _____ Name of Honoree: _____
Awards _____ Name of Honoree(s): _____
Other _____
3. Date of event: _____ Time: from: _____ to: _____
4. Time performers must be in place: _____
5. Location of event: (building name, outdoor venue, etc) _____
Street Address, City, State, Zip: _____
6. Host Commanding Officer Name/Rank: _____
7. Point of Contact (POC)/Project Officer: _____
Mailing address for POC: _____
POC's Office and Cell phone numbers: _____
POC's E-mail address: _____
8. Names of VIP's Expected to Attend: _____
9. Expected number in Audience: _____
10. Transportation funding: Type 30 funds transfer (FTA) or requesting unit would issue TONOs for each Band member. If TONOs are issued, the chartered bus company must be paid by the requesting unit.
11. Estimated cost of transportation for band members and equipment: \$ _____

(includes bus, truck, airfare, train, travel fee, rental or privately owned vehicle)

12. Total time to complete mission including all travel and event time: _____
Estimated cost for meals and incidental expenses if travel time is more than 12 hours but less than 24 hours: \$ _____
13. For support that requires travel over 24 hours, estimated cost of lodging with tax: \$ _____
Estimated costs for meals and incidental expenses: \$ _____
14. Total of all travel costs being offered to the US Coast Guard Band: \$ _____
15. Name of contact for funding: _____
Email of contact for funding: _____

General Guidelines

The Coast Guard Ceremonial Band, a group of 21 musicians pulled from the 54 piece Concert Band, is the preferred group for ceremonial support. While large enough to provide full military band support indoors and out, it is small enough to keep associated travel costs down and allows some flexibility in scheduling of the band.

Host units are required to fund all costs associated with the event. Transportation and all incidental expenses connected with the event must be provided. Lodging costs and per diem as determined by Joint Federal Travel Regulations (JFTR) would likely be necessary if the event is located more than 150 miles from the Band's home base of New London, CT. Several factors, including distance, estimated overall travel time, actual time of event, and the band's overall schedule, are analyzed to determine the potential need for lodging and/or meals.

When one-way travel distance exceeds 30 miles, a coach-type bus is required to transport Band and equipment to and from the performance site. The bus must be heated/air conditioned to meet local climate conditions and contain a restroom.

School-type or similar military buses are suitable for local travel of less than 30 miles one-way, but 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 musical instruments. The bus must be heated/air conditioned to meet local climate conditions.

The Ceremonial Band requires a stage area of at least 20' X 20'. A raised platform is preferable, but if not available, LEVEL ground is an absolute necessity. If the event is outdoors, a tent should be provided if the area is excessively windy, cold, and/or has a high probability of rain.

When adverse weather conditions (rain, snow, electrical storm) occur at the time of the scheduled outdoor event, the Ceremonial Band Director will perform a risk assessment. If damage to instruments is likely, the Band Director reserves the right to withdraw participation in the event. For example, damage to musical instruments as a result of a rainstorm could cost more than \$5,000 to repair or replace.

The Band would need 21 sturdy chairs, without arms. The Band would provide music stands.

Area lighting should be used under a tent if natural light is dim – area should be bright enough to read newspaper print without difficulty. If lighting is not available, please inform the band to arrange for battery operated stand lights.

Once the request form is received and evaluated, the Band Scheduler will contact the POC as to the status of the request. If approved, a member of the Band Operations team would then be assigned to coordinate all logistics between the requestor and the Band.

Please feel free to contact CWO Wyman or MUC Doughty with any questions. Contact info is at the top of the form.