

THE UNITED STATES COAST GUARD BAND

Public Event PARADE Request

This request format is used to request U. S. Coast Guard Band participation in public Parade 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 Policies, Transportation Requirements and Site Needs sections before completing this request. Please return the completed pages to CGA-DG-BandEvents@uscg.mil via e-mail, USPS, or FAX to:

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

Performance Policies

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 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 Dates: A rain date is not feasible

Transportation Requirements

The Parade Unit has 45 - 50 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. It must also have underneath storage for instruments and gear.

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 (26) feet in length is required to transport the musical instruments. The bus must be heated/air conditioned to meet local climate conditions.

Site Needs

1. Facilities:
 - a. Water: Access to a water fountain is essential
 - b. Rest Rooms: For Band Personnel
 - c. Warm-up Room: one room for a warm-up area and to store cases
 - d. Dressing Rooms: two rooms are needed: 1 for 5-10 females; 1 for 11-16 males unless within a 30 mile radius.
2. 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.
3. Telephone Numbers: Please provide us with cell or other alternative phone numbers for key people we will be working with on event day.
4. 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

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Public Event PARADE Request

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. Description of Parade route and other participants:
- g. Parade Route Length:
Approximate Duration:
- h. Names of VIP's Expected to Attend:
- i. Is this event part of a series? Yes No If yes, please provide information about your series.

14. Will the JFTR published daily rate for M&IE and Lodging be provided for support that requires travel over 24 hours.? Yes No 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

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:

(Host's representative)

Date: