

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: Richard.E.Wyman@uscg.mil or Heather.B.Doughty@uscg.mil via e-mail, USPS, or FAX to:

U.S. Coast Guard Band (mb)
Scheduling Office
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: 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.
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.

- j. Is this event being held in conjunction with any other event or civic celebration? Yes _____ No _____
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: _____
Website: _____
Facebook: _____
Telephone: Office: _____ Cell: _____
6. Anticipated attendance: _____
7. Is this event being used to raise funds for any purpose? Yes _____ No _____
8. Is there an admission charge? Yes _____ No _____
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? Yes _____ No _____
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? Yes _____ No _____
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? Yes _____ No _____
Estimated cost: \$ _____
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: _____ Date: _____
(Host's representative)