



Coast Guard Training Center Cape May

*The Birthplace of the U.S.
Coast Guard Enlisted Corps*

Prospective Ceremonial Detail / Recruit Off-Base Function Sponsor

Dear Sir or Madam:

In order to submit your request for a Ceremonial Detail performance or any other Recruit Off-Base Function, please take the time to completely fill out the enclosed request information sheets and return them along with a formal letter requesting our Recruits' participation in your event. You can send them to:

Commanding Officer (tmc)
Coast Guard Training Center
1 Munro Avenue
Cape May, New Jersey 08204
Attn: Ceremonial Section Chief

Or they may be emailed to <mailto:skyler.r.smith@uscg.mil> or <mailto:edward.a.burke@uscg.mil>.

The letter and information sheets may also be faxed to (609) 898-6339. Once received, we will consider your request taking the following items into account:

- A) The recruit training schedule
- B) The ability of the Ceremonial Detail / Recruits to meet your requirements
- C) Qualification of your event in accordance with the Coast Guard Public Affairs Manual.

The instructions for the information sheets are found on page 4. If you have any questions regarding your performance request, call FS1 Skyler Smith or SN Edward Burke at (609) 898-6599.

Please note that our ceremonial / off-base functions are performed by recruit volunteers who are going through an eight-week course of training at the Training Center. You will be required to arrange and provide transportation to and from all places requiring travel. Likewise, you will also be required to provide all meals that would have otherwise been provided by the Training Center Galley.

Sincerely,

/s/

LT Maria C. Stiefel
U. S. Coast Guard
Ceremonial Officer

Enclosure: Ceremonial Detail Performance & Recruit Off-Base Function Request
Information Sheets



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REQUEST FOR CEREMONIAL DETAIL

1) Date of Event: _____ 2) Location: _____

3) Description of Event: _____

4) Ceremonial Unit(s) Requested: _____

5) Event Start Time: _____ 6) Event Stop Time: _____

7) Is the event open to the public? _____ 8) Is the event free of charge? _____

9) Who are the participants? _____

10) Sponsor / organization: _____

11) Is it a non-profit organization? _____

12) What does the organization do? _____

13) Is the organization regulated by the Coast Guard? _____

14) Does the sponsor/organization have any business interaction with the Coast Guard other than this event? _____

If yes, explain here _____

15) Is there any significance to a *particular* Coast Guard member's role in the event? Is there a connection between that particular member and the organization or its members? _____

If yes, explain here: _____

16) Sponsor's Point of Contact (POC): _____

17) POC phone # & email: _____



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Transportation

18) Mode of transportation: _____

19) Transportation company: _____

20) Point of contact name & phone #: _____

21) Value of transportation (\$): _____

Meals

22) Meal(s) to be provided: _____

23) Location of Meal(s): _____

24) Point of contact name & phone #: _____

25) Value of meal(s) (\$): _____

Lodging

26) Location / type of lodging: _____

27) Storage area location: _____

28) Point of contact name & phone #: _____

29) Value of lodging (\$): _____

Miscellaneous

30) Special music required? _____

31) Reviewing Stand performance (give details)? _____

32) Information needed from Ceremonial Detail/other notes: _____

This form may be faxed to Ceremonial Section Chief at 609-898-6339, emailed to skylar.r.smith@uscg.mil or edward.a.burke@uscg.mil or mailed to Commanding Officer (tmc), Coast Guard Training Center, 1 Munro Ave, Cape May, NJ 08204, Attn: Ceremonial Section Chief. If you have questions, please contact 609-898-6599.



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Explanation of Information Sheet Items

1. Date of Event.
2. City, State and Building / street address of location where the event will begin.
3. What is the official name and nature of the Event?
4. Which military units are you asking to participate?
5. What time does your Event start?
6. What time does your Event stop?
7. Is the Public welcome to attend this event?
8. Is there a fee/donation cost to gain entrance to the event?
9. Who will participate in this event?
10. What organization will pay for buses/meals/lodging if needed?
11. Is this organization a non-profit organization?
12. What does this organization do?
13. Does the organization buy a license from, pay fees to or get inspected by any Coast Guard unit?
14. Does the organization have any other business with the USCG.
15. Is there any Coast Guard member associated with your organization or members?
16. Whom should we contact, and what is their title.
17. Please list the work and home (or cellular) phone numbers of the sponsor's point of contact.
18. Will travel arrangements be made by Bus or Plane?
19. What transportation company did you make arrangements with?
20. List the name, title and number of the contact person to confirm transportation logistics.
21. Your total cost (dollar amount) to provide transportation for ceremonial detail?
22. You are required to provide the meals that the Ceremonial Detail will miss because of their absence from the Training Center. List the meals you will make arrangements for.
23. Establishment name and address where meals are to be served.
24. List the name, title and phone number of the contact person for confirmation of meal logistics.
25. Your total cost (dollar amount) to provide the meal(s) for ceremonial detail.
26. Name and address of the lodging location you will arrange for ceremonial detail.
27. If storage of gear (musical instruments, cases etc.) is necessary - where has storage been arranged?
28. List the name and phone number of the contact person for confirmation of housing logistics.
29. Your total cost (dollar amount) to provide berthing for ceremonial detail.
30. Are you requesting any special music from the ceremonial band?
31. Are you requesting any special performance from the ceremonial band or drill team?
32. What information do you need from ceremonial detail? Are there any other items of note?