

Honor Guard Request Form

Type of Event: _____ Indoor / Outdoor

Name/Rank of Individual: _____

Location: _____ Address: _____

Date: _____ Day of the Week: _____ Time: _____

(actual start time of event)

Requesting Organization: _____ Name: _____ Phone: _____

Fax: _____

Honors Requested: Post & Retire Colors Post Only Flag Fold*
(please circle)

Present Colors

* **ONLY FCFR approved script** is allowed to be read during the flag folding ceremony. Honor Guard presents flag to Retiring Official. Retiring officials message to Retiree: *“(Rank and Name,) on behalf of (Shift / Assignment), your friends and your family, I present this flag in recognition of your [number] years of faithful service with the Frederick County Fire and Rescue Department.”*

Additional Comments:

Signature of Requester: _____

NOTE: With my signature, the information I have provided above is accurate to the best of my knowledge. If there are any changes, I will contact the Honor Guard Manager @ (540) 665-5618.

FOR HONOR GUARD USE ONLY

TEAM COMPOSITION

1. Right Axe:

Showtime: _____

2. US Flag:

Distance: _____

3. VA Flag:

Time Length: _____

4. Left Pike:

5. Narrator:

Commander Signature: _____

Team Return Time:

Fax Sent: _____

Fax Returned: _____

Signature of HG Recipient: _____

Received by: _____