 Base Alameda Color Guard Request Form

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| **Today’s Date:** |
| **Name:**  **Phone:**  **Email:** |

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| **Event:** | **Organization Requesting Color Guard:** |
| **Date/Time of Event:** | **Point of contact day of event:** |
| **Location/Address :** | **Best contact number day of event:** |

# Indicate service listed below.

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| **Present Colors:** Team carries and presents flags for Pledge of Allegiance or National Anthem then exits with them. |
| **Post Colors:** Team will carry and present flags for Pledge of Allegiance or National Anthem then post flags for duration of ceremony. Flags will be collected following the conclusion of the ceremony. |
| **Post & Retire Colors:** Team will carry and present flags for Pledge of Allegiance or National Anthem then post flags for duration of ceremony. Team will ceremoniously retrieve flags prior to the conclusion of ceremony. |
| **Other:** |

**Ceremony Details**

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| **Pledge of Allegiance** | **National Anthem (recorded)** | **National Anthem (live)** |

**Logistics**

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| Is the ceremony located  Indoors or  Outdoors? |
| If ceremony is off base, is parking available for the team vehicle?  Yes  No |
| A Boom Box is available for the National Anthem and Coast Guard ceremonial music.  It is to only be used for portions of the ceremony for the Color Guard and recommended for very small venues. Indicate if the Boom Box will be needed.  Yes  No |

# The Color Guard consists of a 4 member team: 2 flag bearers: (National Ensign and Coast Guard Ensign) and 2 riflemen. All gear is provided by Color Guard. The Color Guard Team normally arrives 1.5 hours prior to the event. If you request additional practice time, or have other details, please list them below:

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| Other Details: |

**Complete and save this form. Email it to: Sadie.g.gailey@uscg.mil**

**Carbon Copy: Richard.A.Paauwe@uscg.mil**

SK1 Gailey will respond with a confirmation and discuss any further questions.

Color Guard Coordinator: SK1 Sadie Gailey (510) 437-3334

Color Guard Chief: ITC Rick Paauwe: (510) 437-6624