

**161<sup>st</sup> Air Refueling Wing**  
**Color Guard Request Form**

Requestors should contact Maj Darcy Swaim by e-mail or phone at least 30 days prior to the engagement.

Please include the names of any VIPs who may be in attendance (i.e. Congressmen, Mayors, Senators, etc...).

Unfortunately, due to our mission and the volume of requests we receive, not all requests can be accommodated. In order for the Color Guard to support an event it must fit into the guidelines set forth by AFI 35-101.

Please submit the information requested information by e-mail to:

Phone #: 480-628-8550

E-mail: [dswaimrn@gmail.com](mailto:dswaimrn@gmail.com)

**Name of group/organization/business:** \_\_\_\_\_

**Group/Organization POC:**

Name (including rank or civilian grade): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Location of event (Please include directions):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date & Time of Event (opening and closing ceremonies):**

\_\_\_\_\_

**Audience (approximate number scheduled to attend and their interests/professions):**

\_\_\_\_\_  
\_\_\_\_\_

**Purpose of the Event:**

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**Additional Information:**

- Present Colors (only)
- Post Colors
- Flag Fold
- Retirement
- Change of Command
- Assumption of Command

**Special request or other Notes helpful for this particular event:**

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For Internal Use:

\_\_\_ Approved

\_\_\_ Disapproved