



## Colors Team Request

Email to: [78.fss.fsho.rhgs@us.af.mil](mailto:78.fss.fsho.rhgs@us.af.mil)  
Phone: (478) 926-9775

*Throughout history, the Colors, otherwise known as flags, standards, banners, and pennants, were used to represent countries, distinguished governmental subdivisions, agencies, military units, officials, and functioned as forms of signaling devices. In times of battle, the position of flagbearer was awarded to those who possessed supreme levels of bravery, confidence, and loyalty. The flagbearer's mission was to carry the Colors, rally the forces, lead the charge, and protect the flags with their lives, if necessary. Armed guardsmen were often assigned a position flanking the flagbearer to ensure the defense of the flag, forming a color guard. Today, these color teams serve a significant ceremonial purpose and forever hold a place in America's history, traditions, and protocol.*

The Robins AFB Honor Guard accepts requests for Color Guard teams for military and civilian ceremonies. All color requests will be booked/scheduled in the order it was received. We will also bring all required equipment to these events. Please allow our office at least 48 hours to receive receipt of scheduling. Once your request has been scheduled, please ensure you contact our office 24 hours prior to your event to confirm Honor Guard attendance/availability has not changed. We are now able to participate in flag folding ceremonies, but our availability is limited. **Please note: Military Funeral Honors take precedence and sometimes, unfortunately, we must cancel Color Guard ceremonies due to manning constraints.** We recommend you gather 2 volunteers to perform the flag fold sequence and our Honor Guard team will offer training to these individuals. This will ensure the flag fold sequence takes place in our absence. Again, the requester must call 24 hours prior to the event to confirm Honor Guard attendance and to verify the sequence of events. **Lastly, to expedite the approval and processing of your request, please include the script or schedule of events in your fax/mailed request.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION AND ENSURE ALL INFORMATION IS COMPLETE, CORRECT, AND LEGIBLE:**

Additional Comments:

Event Type: Point of Contact:  
Date: Work#:  
Location: Cell#:  
Time: Presiding Official:  
Name/unit of Recognized Member and/or Event:

### Flag Fold Ceremony

#### Present

The team will display the flag during the playing of the national anthem and then will leave with the flags in hand. You must already have flags posted on stage.



#### Post

The team will display the flag during the playing of the national anthem and will then post the flags on stage and leave them there for the duration of the ceremony.



The team will fold a flag towards the end of retirement ceremonies upon request (manning dependent)

