

THE UNITED STATES COAST GUARD BAND

U. S. Coast Guard Academy Support Request Form

This form is used to request U. S. Coast Guard Ceremonial Band or other small group participation in military or DHS events. The information is required to evaluate the event for scheduling, suitability, and for coordination with the unit involved. Refer to the General Guidelines section before completing this request. Please return the completed form via e-mail to Heather.B.Doughty@uscg.mil or print and return via FAX to:

U.S. Coast Guard Band (pb)
Scheduling Officer
15 Mohegan Avenue
New London, CT 06320-4195
Vx: 860-701-6827 Fx: 860-444-8475

1. Requesting Academy Department/Unit: _____
2. Type of ceremony:
Honors ___ Name of Honoree: _____
Review ___ Name of Honoree(s): _____
Change of Command ___ Names of Participants: _____
Retirement ___ Name of Honoree: _____
Dining In ___ Name of President: _____
Awards ___ Name of Honoree(s): _____
Other _____
3. Date of event: _____ Time: from: _____ to: _____
4. Time performers must be in place: _____
5. Location of event: (building name, outdoor venue, etc) _____
6. Point of Contact (POC)/Project Officer: _____
7. POC's Office and/or Cell phone number: _____
8. POC's E-mail address: _____
9. Names of VIP's Expected to Attend: _____
10. Expected number in Audience: _____

General Guidelines

The Coast Guard Band will determine the best musical group for support of your event based on the information provided and past history. In general, the Ceremonial Band requires a staging area of at least 20' X 20'. If the event is outdoors, a tent should be provided if the area is excessively windy, cold, and/or has a high probability of rain. A raised platform is preferable, but if not available, LEVEL ground is an absolute necessity.

The Band would need as many as 21 sturdy chairs, without arms. We will let you know how many to provide. The Band would provide music stands.

When adverse weather conditions (rain, snow, electrical storm) occur at the time of the scheduled outdoor event, the Ceremonial Band Director will perform a risk assessment. If damage to instruments is likely, the Band Director reserves the right to withdraw participation in the event.

Area lighting should be used under a tent if natural light is dim – area should be bright enough to read newspaper print without difficulty. If lighting is not available, please inform the band to arrange for battery operated stand lights.

Once the request form is received and evaluated, the Band Scheduler will contact the POC as to the status of the request. Once approved, a member of the Band Operations team would then be assigned to coordinate all logistics between the requestor and the Band. Please contact MUC Doughty at the number listed above.