11th Wing Ceremonies & Protocol

Equipment Checkout Request Form & Liability Policy

Directions: Thank you for choosing 11th Wing Ceremonies & Protocol for all of your protocol needs. Please fill out this form for any equipment you would like to request to borrow from the 11th Wing Protocol Office. Due to the high work flow this office receives, we may not be able to accommodate your request or the number of a specific item(s) requested. Upon checkout of equipment you will be required to fill out AF IMT 1297, 19870701, V4. This form is required for our records. The cost of any damage or maintenance to equipment will be incurred by the borrowing organization.

When finished with this document please send to: usaf.jbanafw.afdw-staff.mbx.11th-wing-ceremonies-and-protocol@mail.mil. If you have any questions call 240-612-1484 or 240-612-1447

** Note: Click on FIRST BOX then press "Tab" Key when filling out entire form.

Primary POC - Rank	Last Name	First Name	Office	Cell Phone/Duty Phone	Email
Alternate POC - Rank	**Last Name**	**First Name**	**Office**	**Cell Phone/Duty Phone**	**Email**
Location of Event/Ceremony	**Date of Event**	**Pickup Date**	**Pickup Time**	**Return Date**	**Return Time**
Pre Equipment Check Date	**Time**	**Location**	○ 11 WG POC - Victor Brooks	○ 11 WG POC - Capt. Paul Lane	● 11 WG POC - SrA Andre Petway
// 2 Days Prior to Checkout //		1190 Menoher Drive - Warehouse	240-222-2931	202-340-9152	407-592-8957

We request that your checkout date be the day prior to your event, and your return date be the immediate day following.

Your Requested Item(s):(Indicate numeric quantity by items desired)

Equipment Name	Number Requested (ea)	Equipment Name	Number Requested (ea)
Flags		**Miscellaneous Equipment**	
National w. stand		Parking Stanchion **(15 max)**	
USAF w. stand		Red Carpet **(1 max)**	
1 Star		DV Leather Chairs **(4 max)**	
2 Star		Folding Chairs	
3 Star		Ceremonial Music CD	
4 Star		Stage (Large)	
State Flag(s)	(See Below)	Stage (Small)	
Podium **(2 max)**		Table Cloth **(Must Dry Clean 2 max)**	
Other		Chimes	
Other		Punch Bowl	
Other			
Other			

Please indicate whether you need all state flags or specific flag(s): *Note All Flags Come With Stands -----------> (Specify State & Territory Flags

PLEASE PLACE AN 'X' BY NEEDED STATE AND TERRITORY FLAGS BELOW.

	☐	Alabama		☐	Michigan		☐ Texas
	☐	Alaska		☐	Minnesota		☐ Utah
	☐	Arizona		☐	Mississippi		☐ Vermont
	☐	Arkansas		☐	Missouri		☐ Virginia
	☐	California		☐	Montana		☐ Washington
	☐	Colorado		☐	Nebraska		☐ West Virginia
	☐	Connecticut		☐	Nevada		☐ Wisconsin
	☐	Delaware		☐	New Hampshire		☐ Wyoming
	☐	Florida		☐	New Jersey		
	☐	Georgia		☐	New Mexico		
	☐	Hawaii		☐	New York		**Territories**
	☐	Idaho		☐	North Carolina		☐ District Of Columbia
	☐	Illinois		☐	North Dakota		☐ Puerto Rico
	☐	Indiana		☐	Ohio		☐ American Samoa
	☐	Iowa		☐	Oklahoma		☐ Virgin Islands
	☐	Kansas		☐	Oregon		☐ Guam
	☐	Kentucky		☐	Pennsylvania		
	☐	Louisiana		☐	Rhode Island	(Select Required)	Flag Stand(s)
	☐	Maine		☐	South Carolina		
	☐	Maryland		☐	South Dakota		
	☐	Massachusetts		☐	Tennessee		

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE	DUTY PHONE	ISSUED BY	
ISSUED TO: NAME, GRADE, ORGN *(Type or print)*	ORGN ACCT NO.	DATE OF ISSUE	RETURN DATE

STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY