

11th WING PROTOCOL SUPPORT REQUEST

WILLIAM A. JONES BUILDING
1500 PERIMETER ROAD

JOINT BASE ANDREWS MD 20762 PHONE: (240) 612-1450

E-MAIL: [USAF JB A-NAFW AFDW-STAFF Mailbox 11th Wing Ceremonies and Protocol](#)

Office hours are Monday-Friday, 0800-1630, excluding Federal holidays and Family Days
Exceptions for extended hours, to support mission-critical events. Events are reviewed and approved, on a case-by-case basis, at the discretion of the Protocol Director

Helpful numbers:

Presidential Inn: (301) 981-4614 / DSN 858-4614

Visiting General Officer Program Office: (240) 612-6456/59 / DSN 612-6456/59

11 LRS: (301) 981-1872 / DSN 858-1872 - E-mail: [11 LRS/VOCC](#)

Base Access/11 SFS: (301) 981-0689 / DSN 858-0689

11 WG/PA: (240) 612-4428 / DSN 612-4428

[Community Commons](#): (301) 981-4041

[The Club at Andrews](#): (301) 568-3100

[The Courses at Andrews](#): (301) 736-4595

For Base Theatre use, please contact the CAG at 240-612-6332/23



PART 1 - CUSTOMER INFORMATION - Customers will be notified, via e-mail within 3 business days, of the approval or disapproval of their request. Requests are reviewed and approved on a first-come, first-served basis.

PRIMARY POC:

ALTERNATE
POC:

EMAIL:

EMAIL:

CONTACT
NUMBER:

CONTACT NUMBER:

ORGANIZATION:

ORGANIZATION

PART 2 - EVENT OR CEREMONY INFORMATION

Event Date:

Describe the event here

Type of Event:

Time of Event:

Event Location:

Will you need us to
conduct a review of
your script?:

Yes

No

Templates Required

Script

Will you
need borrow
equipment
from us?

Yes

Parking Placards

No

Parking Map

Program

Seat Tags

Other

PART 3 - EQUIPMENT FOR EVENT (Storage facility located at 1190 Menoher Drive, JBA MD, 20762)

Customers must provide their own administrative support and supplies (e.g., paper, pens, etc). Indicate whether you need all state flags or specific flag(s):
 Mandatory Requirements for Equipment

1. When moving the stage and/or chairs the requesting unit (or customer) must provide: 4-6 people to load and unload equipment at every location for pickup and drop off.

2. A truck (with lift if available) or appropriate vehicle for transport of equipment. If you do not have the appropriate vehicle or personnel at pickup you will have to reschedule the pickup, however we reserve the right to cancel your request at anytime.

*Note: All Flags Come With Stands ----->

Equipment:	No equipment required	Stage (indicate panels below)
	50 State Flags	5 Territory Flags
	US (National) Flag	General Officer's Flag (indicate below)
	Service Flag (select below)	Chimes
	Parking Stanchions (annotate # in comments)	DV Chairs (indicate below, 4 max)
	Folding Chairs (400 max) (add # in comments)	Punch Bowl (max 2-No Ladles for bowl)
	Ceremonial CD	Small Red Carpet (48'10"x3'9")
	Large Red Carpet (73'x4')	Other

Stage Panels (4'x8')	Service Flags	DV Chair Count
USAF General Flags	Brig Gen (1-star) Maj Gen (2-star) Lt Gen (3-star) General (4-star)	Additional Comments/ Remarks:

Pickup Date & Time

Return Date & Time

Customer Acknowledge Statement: By digitally signing be this request form you are acknowledging that you are ultimately responsible for ensuring adequate manpower, care of the equipment provided, the ceremony or event that you are requesting support for. We will only provide support IAW applicable protocol regulations and based off of the inputs from the customer. We will make every effort to make your event a success, but you must be an engage member or support will cease. Before any support is provided by this office, the requesting member must digitally sign this form.

FOR 11TH WING PROTOCOL OFFICE USE ONLY

Request Approved	Approved:	Yes
By:		No
		If no, explain why:

PART 4 - GENERAL INFORMATION FOR EVENT SUPPORT

Equipment located at the Community Commons:

US & AF Flags (2 Sets)
4 podiums
7 Stanchions
6 DV Chairs
(4) Fold-out Stage Panels: each panel is 8X6 total Dimensions (12'x16') Stage Stairs (2 Sets)

Equipment located at the JBA Club:

US & AF Flags (2 Sets)
18 Stanchions
8 DV Chairs

Equipment at Base Theater:

US & AF Flags (1 Set)
2 Podiums
5 Stanchions
4 DV Chairs

Equipment at Base Chapel

US & AF Flags (1 Set)

Marquee Request:

The [11th Wing Public Affairs](#) manages the base's electronic marquee located near the Visitor Center to announce time-sensitive and recurring information to base members.

11 WG/PA: (240) 612-4428 / DSN 612-4428

Members must submit a marquee request form to: usaf.jbanafw.afdw-staff.mbx.11-wg-pa@mail.mil

Portable Marquee and/or Event Signs Request:

The 11th Security Forces Squadron's Police Services office is the approving official for all requests to post messages on the portable electronic marquees. Submit requests at least seven duty days in advance via e-mail at usaf.jbanafw.afdw-staff.mbx.11-sfs-police-services@mail.mil or hand-deliver to the Police Services office located at 1845 Westover Drive, Room 137. Requesters are encouraged to follow up by calling (301) 981-8575 to ensure that messages were received.

Base Honor Guard Request:

Click [here](#) to e-mail Joint Base Andrews Honor Guard or to reach the team via phone at (301)-981-7892/DSN 858-7892.

USAF Band Request:

Click [here](#) to e-mail Mr. Robert Connolly to begin the process of the [DD Form 2536](#). The form is required for any request for USAF Band support. The office can be reached at (202)-767-9253/DSN 297-9253.

744th Comm Sq Support:

Contact via e-mail at usaf.jbanafw.744cs.mbx.744-cs-scotr@mail.mil for request forms or contact via phone at (301)-981-5398/DSN 858-8398.