



NAVY BAND NORTHEAST

347 Easton Street

Newport, RI 02841

401-841-2479

NavyBandNEoperations@us.navy.mil

Military Request Form

Event Information

Date Time

Change of Command Ceremony Rank of Outgoing CO Rank of Incoming CO

☐ Retirement Ceremony Grade/Rank/Name of Retiree

☐ Military Ball (select all that apply) ☐ Cocktail Music ☐ Dance Music ☐ National Anthem ☐ Other (please specify)

☐ Other Ceremony (please specify)

Name and Rank of senior member of Official Party Uniform of Official Party

☐ I UNDERSTAND THAT ALL HONORS, INCLUDING THE NATIONAL ANTHEM, MUST BE PERFORMED BY NAVY BAND NORTHEAST PERSONNEL ONLY

Site Information

Name Type of Location Estimated # of Attendees

Address

Address

City State Zip Code

Inclement weather site available Yes No
If yes, please describe

Contact Information

Primary Point of Contact

Name

Work phone ext.

Cell phone

Email

Secondary Point of Contact

Name

Work phone ext.

Cell phone

Email

Full Command Name/Mailing Address

Name

Address

Address

City, State, Zip

Additional Information

Printed Name and Title: _____

Date: _____

Signature: _____

Requires CO/OIC or designated "by direction" signature