

THE UNITED STATES COAST GUARD BAND

Coast Guard Ceremonial Support Request Form

This form is used to request U. S. Coast Guard Ceremonial Band 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 Marjorie.v.sturm@uscg.mil or print and return via FAX or mail to:

U.S. Coast Guard Band (pb)
Scheduling Officer
15 Mohegan Avenue
New London, CT 06320-4195
Vx: 860-701-6827 Fx: 860-701-6890

1. Requesting Unit or Department: _____
2. Type of ceremony: Change of Watch ____ Change of Command ____ Retirement ____
Awards ____ Other _____
3. Date of event: _____ Time: from: _____ to: _____
4. Time performers must be in place: _____
5. Location of event: (building name, outdoor venue, etc) _____
Street Address, City, State, Zip: _____
6. Host Commanding Officer Name/Rank: _____
7. Point of Contact (POC)/Project Officer: _____
Mailing address for POC: _____
POC's Office and Cell phone numbers: _____
8. POC's E-mail address: _____
9. Names of VIP's Expected to Attend: _____
10. Expected number in Audience: _____
11. Transportation funding: FTA ____ or TONO ____ (check one). An "FTA" of funds is the preferred method to cover all travel expenses such as transportation, per diem, lodging, or other incidental expenses. The Coast Guard Band would then travel on 'annual orders'. If an FTA is not possible, the unit would need to issue TONO numbers for individuals traveling and/or pay the bus company directly.
12. Name and e-mail of contact for funding: _____
13. Estimated cost of transportation for band members and equipment \$ _____
14. Total time to complete mission including all travel and event time: _____
(If time exceeds 12 hours, even for unexpected reasons such as traffic tie-ups or extreme weather conditions, the requesting unit would need to fund per diem and/or lodging if necessary).

General Guidelines

The Coast Guard Ceremonial Band, a group of 21 musicians pulled from the 54 piece Concert Band, is the preferred group for ceremonial support. While large enough to provide full military band support indoors and out, it is small enough to keep associated travel costs down and allows some flexibility in scheduling of the band.

Host units are required to fund all costs associated with the event. Transportation and all incidental expenses connected with the event must be provided. Lodging costs and per diem as determined by Joint Federal Travel Regulations (JFTR) would likely be necessary if the event is located more than 150 miles from the Band's home base of New London, CT. Several factors, including distance, estimated overall travel time, actual time of event, and the band's overall schedule, are analyzed to determine the potential need for lodging and/or meals.

When one-way travel distance exceeds 30 miles, a coach-type bus is required to transport Band and equipment to and from the performance site. The bus must be heated/air conditioned to meet local climate conditions and contain a restroom.

School-type or similar military buses are suitable for local travel of less than 30 miles one-way, but cannot accommodate musical instruments. When this type of bus is used, a CLOSED-VAN truck with a bed of at least eighteen (18) feet in length is required to transport musical instruments. The bus must be heated/air conditioned to meet local climate conditions.

The Ceremonial Band requires a stage area of at least 20' X 20'. A raised platform is preferable, but if not available, LEVEL ground is an absolute necessity. 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.

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. For example, damage to musical instruments as a result of a rainstorm could cost more than \$5,000 to repair or replace.

The Band would need 21 sturdy chairs, without arms. The Band would provide music stands.

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. If approved, a member of the Band Operations team would then be assigned to coordinate all logistics between the requestor and the Band.

Please feel free to contact Marjorie Sturm with any questions. Contact info is at the top of the form.