



Coast Guard Training Center Cape May

*The Birthplace of America's Enlisted
Coast Guard Men and Women*

Prospective Ceremonial Detail Sponsor:

Dear Sir or Madam:

In order to submit your request for a Ceremonial Detail performance or any other Recruit Off-Base Function, please complete the enclosed Request and return this along with a formal letter requesting our Recruits' participation in your event. Please note if you do not fill in all sections of the Request form (indicating N/A, if relevant), this will delay consideration of your request, as the below information is required for consideration.

Completed document may be emailed to: Edward.A.Burke@uscg.mil, or mail to:

Commanding Officer (tmc)
Coast Guard Training Center
1 Munro Avenue
Cape May, New Jersey 08204
Attn: MUC Edward Burke

Once received, we will consider your request taking the following items into account:

- A) The recruit training schedule,
- B) The ability of the Ceremonial Detail / Recruits to meet your requirements,
- C) Qualification of your event consistent with the Coast Guard Public Affairs Manual, and
- D) Legal analysis of potential ethical issues.

The request should be submitted at a minimum of 30 days in advance to allow for the above review. If sufficient lead time is not provided, even for repeat or annual events, please recognize we may not be able to accommodate your request.

If you have any questions regarding your performance request, call MUC Edward Burke at (609) 898-6599.

Please note that our ceremonial / off-base functions are performed by recruit volunteers who are going through an eight-week course of training at the Training Center. Pursuant to Coast Guard Policy, you will be required to arrange and provide transportation to and from all places requiring travel. Likewise, you will also be required to provide all meals should the event timing prohibit the recruits from eating at the Training Center Galley.

Sincerely,

/s/

MUC Edward. A. Burke
U. S. Coast Guard
Ceremonial Section

Enclosure: Request for Ceremonial Detail



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REQUEST FOR CEREMONIAL DETAIL

- 1) Date of Event:
- 2) Location:
- 3) Event Start Time: _____ 4) Proposed Arrival Time: _____
- 5) Event End Time: _____ 6) Proposed Departure Time: _____

7) Description of Event:

- (a) If available, provide the website for engagement.
- (b) Please provide a copy of the event's agenda, invitation, flyers or advertisements including all email correspondence regarding the event.
- (c) Is the event open to the public?
- (d) Is the event free of charge*?

i. What is the cost of an individual ticket to the event:

ii. Are you offering to pay for this ticket?

*(*If there is no charge, what is the aggregate fair market value expended for each attendee, i.e. the cost for local services, food and drinks?)*

- (e) Is this a fundraising event (i.e., is any portion of the admission price tax deductible)?
 - i. Portion of admission suggested as tax deductible: \$ _____
 - ii. Please provide all of the details about fundraising efforts (i.e., how are the funds being raised, what are the seating arrangements, when will the fundraiser occur, and the timing of any intended solicitation for funds with respect to when you are seeking CG involvement, etc.)

(f) Is this recurring year to year?



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8) Ceremonial Unit(s) Requested:

- Color Guard. *Please describe the proposed activity:*
- Bugler. *Please describe:*
- Band. *Please describe:*
- Firing Party
- Drill Team
- Recruit Company. *Please describe:*
- Speaker (Commanding Officer or specify)
- USCG Asset (Small boat, Vehicle, Helicopter, etc)

9) If there is seating or a program, please describe with whom the mbrs will be seated, with whom they will be standing or presented, and any intended introduction.

10) Who are the participants/Attendees?

11) Approximate Number of Attendees:

- Federal Government: *Please describe:*
- State/Local Government: *Please describe*
- DoD/DHS: *Please describe*
- Non-DoD: *Please describe*
- Academia: *Please describe*
- Industry: *Please describe*
- Approximately how many companies will be represented?:
- Other:

12) Sponsor / organization:

13) Co-sponsor(s)/organizations:

14) Is it a Non-Profit Organization:



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(a) Indicate if the host or sponsor is a registered lobbying organization; a media member; non-profit 501(c)(3) entity; or a 501(c)(6) entity :

(b) Website link:

15) What does the organization do?

(a) Is the organization regulated by the Coast Guard?

(b) Does the person/organization extending the invitation have any matters pending before DoD/DHS and, if so, is the employee who has been invited to the event involved in these matters?

Please Describe

(c) Does the sponsor/organization, or any of the Board Members, have any business interaction with the Coast Guard other than this event?

If yes, explain here:

16) Identify other gifts being offered in addition to free attendance (i.e., free parking, memento, transportation, etc.) and identify the estimated cost of these other gifts.

17) Is there any significance to a *particular* Coast Guard member's role in the event? Is there a connection between the member and the organization or its members?

18) Sponsor's Contact Information: (*name, phone number, email*)

(a)

(b)

(c)

19) Transportation to event:



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- (a) Mode of transportation:
- (b) Transportation company:
- (c) Point of contact name & phone #:
- (d) Value of transportation (\$):

20) Meals:

- (a) Meal(s) to be provided:
- (b) Location of Meal(s):
- (c) Point of contact name & phone #:
- (d) Value of meal(s) (\$):

21) Lodging:

- (a) Location / type of lodging:
- (b) Storage area location:
- (c) Point of contact name & phone #:
- (d) Value of lodging (\$) (*indicate if per person or total*):

22) Miscellaneous:

- (a) Special music required?
- (b) Reviewing Stand performance (give details)?
- (c) Information needed from Ceremonial Detail/other notes: