# Event Support Request Form

**LEWIS AND CLARK COUNTY SHERIFF’S OFFICE**  
**HONOR GUARD**  
**Event support request**

221 Breckenridge Street, Helena, MT 59601  
(406) 447-8204  
Website: [http://www.lccountymt.gov/sheriff.html](http://www.lccountymt.gov/sheriff.html)

### Name of Event / Ceremony  
<table>
<thead>
<tr>
<th>Coordinator or Requestor’s Name</th>
<th>Date of Request</th>
</tr>
</thead>
</table>

### Event Coordinator or Requestor Information  
<table>
<thead>
<tr>
<th>Organization’s Name</th>
<th>Address</th>
</tr>
</thead>
</table>

### Phone/Email/Website  

### Date and Time of Event  

<table>
<thead>
<tr>
<th>Day:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
</table>

### Type of Service Requested  

- Service Requested:  
  - [ ] Outdoor Color Guard (4 person)  
  - [ ] US Flag - MT Flag - Two Rifle Guards  
  - [ ] Indoor Color Guard (4 person)  
  - [ ] US Flag - MT Flag - Two Rifle Guards  
  - [ ] 3rd Flag Guard (5 person)  
  - [ ] US Flag - MT Flag - 3rd Flag - Two Rifle Guards  
  - [ ] Sabers or Rifle Cordon (8 person max/ indicate quantity)  
  - [ ] Funeral  
  - [ ] Bugle/Other  
  - [ ] Retirement Ceremony: (2 person) Fold/Presentation & Pre-Posted Colors  
  - [ ] Retirement Ceremony: (4 person) Fold/Presentation & Posting of Colors

### Event Specifics  

- Location and Complete Address of Event  
- Event Description  
- Requestor, organizations mission

### Is this company a 501(c)(3) corp?  
- [ ] Yes  
- [ ] No

### Is this event for sales, Fundraising, or soliciting?  
- [ ] Yes  
- [ ] No

### Will this event be open to the Public/can anyone attend?  
- [ ] Yes  
- [ ] No

### Will this event be televised?  
- [ ] Yes, how:  
- [ ] No

### Honor Guard Team Leader  
- [ ] Approved  
- [ ] Not Approved  

### Sheriff  
- [ ] Approved  
- [ ] Not Approved

---

**REQUESTS MUST BE FAXED TO (406) 449-8452 OR EMAILED TO jstoltz@lccountymt.gov**  
**YOU MUST RECEIVE VERBAL NOTIFICATION FROM A LEWIS & CLARK COUNTY SHERIFF'S OFFICE HONOR GUARD REPRESENTATIVE FOR EVENT CONFIRMATION. PLEASE NOTE SHERIFF'S OFFICE EVENTS AND STAFFING NEEDS WILL TAKE PRIORITY AND A BACKUP PLAN IS SUGGESTED. EVENT COORDINATOR MUST CALL 3 WEEKDAYS PRIOR TO EVENT TO CONFIRM SUPPORT.**