



**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>

Name of Event / Ceremony		Date of Request	
Event Coordinator or Requestor Information	Coordinator or Requestor's Name		
	Organization's name		
	Address		
	Phone/Email/Website		
Date and Time of Event		Day:	Date: Time:
Type of Service Requested	Service Requested:		<input type="checkbox"/> Outdoor Color Guard (4 person) US Flag · MT Flag · Two Rifle Guards <input type="checkbox"/> Indoor Color Guard (4 person) US Flag · MT Flag · Two Rifle Guards <input type="checkbox"/> 3rd Flag Guard (5 person) US Flag · MT Flag · 3 rd Flag · Two Rifle Guards <input type="checkbox"/> Sabers or Rifle Cordon (8 person max/ indicate quantity) _____ <input type="checkbox"/> Funeral _____ <input type="checkbox"/> Bugle/Other _____ <input type="checkbox"/> Retirement Ceremony: (2 person) Fold/Presentation & Pre-Posted Colors <input type="checkbox"/> Retirement Ceremony: (4 person) Fold/Presentation & Posting of Colors
	Location and Complete Address of Event		
	Event Description		
	Requestor, organizations mission		
	Is this company a 501(c)(3) corp? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this event for sales, Fundraising, or soliciting? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will this event be televised? <input type="checkbox"/> Yes, how: _____ <input type="checkbox"/> No		Will this event be televised? <input type="checkbox"/> Yes, how: _____ <input type="checkbox"/> No	
Honor Guard Team Leader	<input type="checkbox"/> Approved		Honor Guard Team Leader Name:
	<input type="checkbox"/> Not Approved		Honor Guard Team Leader Signature:
Sheriff	<input type="checkbox"/> Approved		Sheriff Leo Dutton
	<input type="checkbox"/> 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.