

**Broomfield Police Department  
Honor Guard Request Form**

Date and Time of Event:	
<b>Describe the event that you would like the Honor Guard to participate in:</b>	
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<b>What function would you like the Honor Guard to perform?</b>	
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<b>Describe the venue and layout of the facility where the Honor Guard will be performing. Please include address and mention any obstacles that may be encountered along any marching routes, such as stairs, low ceilings, or narrow entrances. Depending on the complexity of the location, you may be asked to supply a diagram.</b>	
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<b>List two people that will be available at the event and can be contacted by the Honor Guard. Please include contact numbers, including cell phones, if available.</b>	
1.	
2.	
<b>Please list any additional information that may be helpful for the Honor Guard in its preparation for your event.</b>	
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<b>Please note:</b>	
<p>The participation of the Broomfield Police Department Honor Guard at any event is at the discretion of the Chief of Police. We ask for at least two weeks notice, but will try to accommodate short notice requests if staffing allows. If we are using any of your equipment, such as flags or flag poles, please ensure that the equipment is clean and serviceable. We also recommend that flags be cleaned and pressed prior to any events.</p>	
<p>Please return this completed form by mail to:</p> <p style="margin-left: 100px;">Broomfield Police Department 7 DesCombes Drive Broomfield, CO 80020</p> <p style="margin-left: 100px;">Or by fax to 303-438-6490</p>	

**For Office Use Only:**  
Date Received: \_\_\_\_\_  
Coordinating Officer Assigned: \_\_\_\_\_