

# Honor Guard Form



## Virginia Department of Fire Programs

1005 Technology Park Drive  
Glen Allen, VA 23059-4500, USA  
tel: (804) 371-0220 fax: (804) 371-3444

**Note:** Any participating Honor Guard personnel must arrive on site, no later than 0900 hrs.  
Rehearsal starts at 0930 hrs.

Please complete the honor guard participation form by filling in all required fields (highlighted in red ), save the PDF and email the completed PDF form to .

For additional information and/or questions please email the Command Staff  
by clicking on the email links provided on the bottom of page 2.

### \*CONTACT INFORMATION:

\*DEPARTMENT NAME: \_\_\_\_\_ \*DEPARTMENT PHONE: \_\_\_\_\_

\*HOME ADDRESS 1: \_\_\_\_\_

HOME ADDRESS 2: \_\_\_\_\_

\*CITY/COUNTY NAME: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP CODE: \_\_\_\_\_

\*EMAIL: \_\_\_\_\_ \*TELEPHONE NUMBER: \_\_\_\_\_

(Please provide your reply-to email Address)

\* Indicates Required Information

### \*HONOR GUARD COMMANDER'S INFORMATION:

(\*Please click to select text in list boxes)

\*COMMANDER'S NAME: \_\_\_\_\_ \*COMMANDER'S RANK: \_\_\_\_\_

\*COMMANDER'S EMAIL: \_\_\_\_\_ \*COMMANDER'S CELL PHONE: \_\_\_\_\_

\*COMMANDER'S OFFICE PHONE: \_\_\_\_\_

ASST. COMMANDER'S NAME: \_\_\_\_\_ ASST. COMMANDER'S RANK: \_\_\_\_\_

ASST. COMMANDER'S EMAIL: \_\_\_\_\_ ASST. COMMANDER'S CELL PHONE: \_\_\_\_\_

ASST. COMMANDER'S OFFICE PHONE: \_\_\_\_\_

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For more participation information see page 2 for detailed instructions see page 3

# Honor Guard Form - *Continued page 2*

## **PARTICIPATION INFORMATION:**

In order for the Virginia Fire Service Honor Guard Command Staff to efficiently allocate the provisions necessary for the scheduled memorial service, the following information is required. Please complete the following fields, by providing the appropriate information.

\*HONOR GUARD PARTICIPATION:

\* PARTICIPATING MEMBERS:

\*FLAGS:

Please indicate which flags your department will display.

Please do not bring U.S. or Virginia state flags.

\* IRONS:

Please indicate if your department will be bringing irons..

Please note that irons will be used based upon the discretion of the command staff.

**(Representing fire department Honor Guard's displaying their flags will be mandated to provide their own flag stands!)**

MUSICIANS (INFORMATIONAL PURPOSES ONLY):

Please indicate if your department has the following internal resources available within your Honor Guard. **Must be proficient and comfortable playing "TAPS".**

## **PARTICIPATION ASSIGNMENTS:**

Please indicate which assignment your department personnel (Honor Guard) would be interested in participating. These assignments are strictly voluntary, but very important to the service and families being honored. All other participation will be unified in the processional of Honor Guard members. Please keep in mind that these assignments are voluntary and the command staff will make final decisions at the time of the service. Your participation is very much appreciated by the families and VFFFMS Committee members.

FAMILY ESCORTS NEEDED:

Escorts will be assigned to family members and will assist family members with any amenities associated with honoring their loss.

FAMILY ESCORTS (NAME(S)):

Please provide the name(s) of the individuals wishing to participate as family escorts.

Please note that this is your primary assignment, and may very well be your only assignment.

FLAG BEARERS:

Please indicate which flag your department personnel (Honor Guard) would be interested in carrying in the procession.

FLAG GUARDS:

A total of eight (8) flag guards are needed for the processional.

FLAG GUARD (NAME):

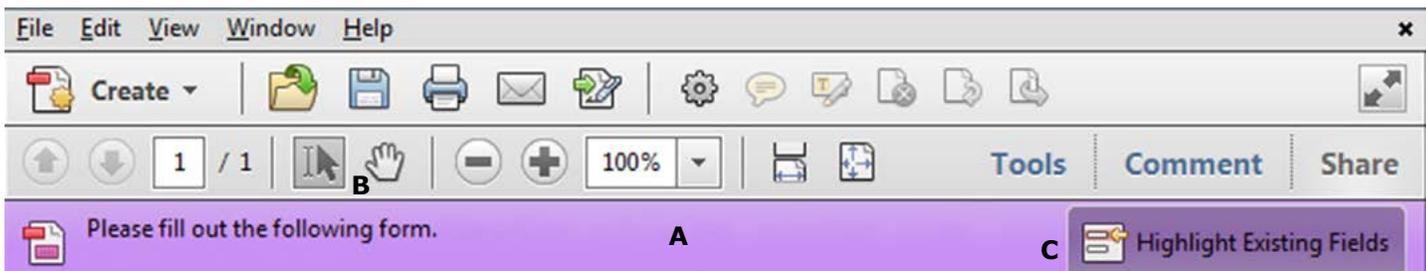
**Tolling of Bell 5-5-5:** The Reader will be responsible for the actual reading of the history as it relates to the Tolling of the Bell, while the Toller will be responsible for the actual tolling of the bell. Complete only if interested in participating in tolling of the bell ceremony.

READER NAME:

Reading The Tolling of the Bell History.

BELL TOLLER NAME:

Actual Tolling of the Bell



## Instructions for Completing Fillable PDF Form:

Please make sure that the latest version of **Adobe Reader** is installed on your PC to complete the fillable PDF form. You may Download the **FREE** Macintosh or Windows versions of Adobe Reader from Adobe at: <https://get.adobe.com/reader/>

### 1. Open the PDF, Click File > Save file as

Name the file your **first name\_last name and the date** and choose a location to save the file on your computer before completing the form. (jon\_doe\_01\_01\_16.pdf)

Once you have saved the interactive form to your computer, you are ready to **fill in the required information**. (Be sure to **save** and **retain** a copy of the completed form for your records.)

### 2. Fill in interactive form

An interactive form contains fields that you can select or fill in.

- A. Purple message bar indicates presence of fillable fields.
- B. Right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu.  or 
- C. To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar. 

Form fields appear with a colored background light blue, and all **required form fields** are outlined in **red**.

- D. Click to select options, such as list boxes. Click inside a text field to type.

\*Note: The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field.

- E. When finished filling in all of the required information, **save** the form and **click the Email address at the top** to create an Email. (staff.name@vdfp.virginia.gov) 

- F. **Attach** the completed PDF and send.  

### – You may also Mail the Form:

Please print the completed form with all of the required information and mail to:  
**1005 Technology Park Drive**  
**Glen Allen, Virginia 23059**

### – You may also Fax the Form:

Please print the completed form with all of the required information and Fax to:  
**(804) 371-3444**

### 3. Print form

- Choose **File > Print** or Click the Print button. 
- Choose a printer from the menu at the top of the Print dialog box.
- In the **Comments and Forms menu** in the upper-right area of the Print dialog box, **choose Document**, and then **click OK**:

\*Note: To print the form and the typed entries, You **MUST choose Document**. This option prints text you've typed using the Add Text tool.