



## U.S. FLEET FORCES BAND REQUEST FOR MUSICAL SUPPORT

Requests may be e-mailed to  
[USFleetForcesBandOperations@us.navy.mil](mailto:USFleetForcesBandOperations@us.navy.mil)

370 8th AVE, NORFOLK, VA 23511-4298

Tel: (757) 444-6779

DSN: 243-6779



*\*Please see instructions and FAQs on page 2-3.*

### 1) Type of event – please check the box that best describes your event.

Military Ceremony

Grade/Rank/Name of senior ceremony participant

Other Event (please specify)

Military Ball (Opening/Colors Ceremony)

Memorial Service/Funeral

Official/Post Event Reception

**NOTE:** If band support is allocated, U.S. FLEET FORCES BAND will perform the National Anthem.

### 2) Date of Event

(1000 Friday is the most requested time)

### 3) Start Time

(1000 and 1400 are optimal times for ceremonies)

### 4) Location

Indoors

Outdoors

### 5) Participant Uniform

### 6) Point of Contact

Name(s) & Rank	Phone	E-mail
1.	1.	1.
2.	2.	2.

### 7) Event Description/Additional Information (Ex: NSN Change of Command, CAPT Smith Retirement Ceremony, etc.)

### 8) Full Command/Sponsoring Organization Name and Local Mailing Address

I acknowledge that the FFB will perform all Honors and the U.S. National Anthem.

CO/XO/OIC Signature

Print name and title

Email

**Questions? Please call U.S. Fleet Forces Band Operations Desk at (757) 444-6779/DSN: 243-6779**



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### **FORM INSTRUCTIONS**

#### **1. Type of Event:**

- a. Check "Military Ceremony" for official ceremonies (i.e. Change of Command, Retirement, Decommissioning, etc.)
- b. In the blank space, list the highest ranking officer in the official party (ex: CAPT Jones is retiring and his guest speaker is VADM Smith – list VADM Smith)
- c. Check "Other Event" for any other military sponsored event that does not fall in the listed categories (i.e. building dedication, base sponsored block party, tiger cruise, return to homeport, etc.)

#### **2. Date of Event:**

- a. The date the event/ceremony will be taking place in DD-MMM-YY format.

#### **3. Start Time:**

- a. The time your event will begin, NOT the time you would like the Band to be there.
- b. Listing an incorrect start time could potentially lead to cancelation of musical support.

#### **4. Location:**

- a. Check box for indoor/outdoor
- b. In the box provided, please list the full address and name of the event location (i.e. U.S. Fleet Forces Band 370 W 8<sup>th</sup> Ave, Norfolk, VA 23511)

#### **5. Participant Uniform:**

- a. Select the uniform the official party will be wearing.
- b. Please note abbreviations for dress uniforms:
  - Full Dress Blue (FDB) = Dress Blues with large medals
  - Service Dress Blue (SDB) = Dress Blues with ribbons
  - Dinner Dress Blue (DDB) = Dress Blues with mini medals

#### **6. Point of Contact:**

- a. Provide name and rank, phone number, and email for up to two points of contact for the event/ceremony

#### **7. Event Description/Additional Information:**

- a. Provide as much information as you can about your ceremony including any requests for specific musical units.

#### **8. Full Command/Sponsoring Organization Name and Local Mailing Address:**

- a. Provide the name and address of sponsoring command or organization (i.e. U.S. Fleet Forces Command 1562 Mitscher Ave., Suite 250 Norfolk, VA 23551-2487)
- b. Check box to acknowledge that the Fleet Forces Band will perform all Honors including the U.S. National Anthem
- c. Digital or Wet Signature of CO/XO/OIC along with printed name, title, and email

#### **9. Submit your form to: [USFleetForcesBandOperations@us.navy.mil](mailto:USFleetForcesBandOperations@us.navy.mil). In the Subject line please provide the date and name of the event (ex: 23 JUN 2024 change of command for USS Ship)**

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### Frequently Asked Questions:

**Q. Why do you need to know who the highest ranking officer is and what if that has not been determined at the time of submission?**

A. No problem. Write TBD in the blank space and let us know when the official party has been finalized. It is important that we are aware of any Flag Officers (O7 – O10) in the official party so we can plan to support appropriately.

**Q. What days are best for requesting a ceremony?**

A. The most requested time is Fridays at 1000. For the best chance of having the Band present at your event, we recommend choosing a day earlier in the week.

**Q. What is preemption by Operational Commander?**

A. Commander, U.S. Fleet Forces Command outlines USFF Band's priorities. In the event your engagement is preempted by a higher priority request, we will do our best to adjust and continue to provide support if we are able.

**Q. How early can I submit my request?**

A. You may submit your request at any time, however, we cannot approve military ceremonies until 90 days prior to the event; retirements, depending on rank and time of year, are approved 30-60 days prior to the event. All requests submitted before this window will be placed in an interim status and pulled for review at the appropriate time.

**Q. What if I want the Band to arrive at a specific time?**

A. Any specific requests can be listed in block 7. It is imperative that you provide the actual start time of your ceremony in block 3 so that we can determine what group to send and how many other engagements we can support the same day.

**Q. Will the Band attend the rehearsal for our ceremony?**

A. In order to support as many requests as possible, attending rehearsals is not feasible and to do so would mean we might have to say no to other engagements. For events outside of the norm, we may send a representative if we are able. Please feel free to give us a call before or after your rehearsal if you have any questions!

**Q. Can I request the Band to wear NWUs (camouflage) or NSUs (Navy Service Uniform)? Or blues during whites season?**

A. Yes, as long as your event takes place on a military installation. When performing in public, we are required to wear dress uniforms. We ask that you be mindful of seasonal uniform shifts; however, if you/your command is set on a specific uniform, we are happy to oblige.

**Q. Why do I need a CO/XO/OIC signature on the request form?**

A. This signature ensures that your event is command sponsored. We cannot provide support to private events.

**Q. What if I want someone from my command to sing the National Anthem?**

A. We recommend that you choose to have the Band or one of our vocalists perform the National Anthem. In accordance with US Navy Regulations, the official DoD arrangement of the National Anthem in the key of B-flat is the only arrangement authorized. Performing honors to the United States of America is one of our primary duties and should be held to the highest standard. For those reasons, we DO NOT perform the National Anthem with anyone outside of the MU rating. If you choose to have someone else perform the Anthem, it does not preclude you from receiving Band support; however, your engagement will be placed at a lower priority level.

Additionally, in accordance with DoD Instruction 5410.19-V4, service members who are non-professional military musicians solicited to perform in uniform at public events must be approved by the closest military Band Commander before accepting an invitation to perform.