

U.S. COAST GUARD PIPE BAND MISSION REQUEST FORM

NAME OF ORGANIZATION		TITLE	POC/REQUESTOR NAME	
POC ADDRESS (Street, box, or route no., City, State, Zip Code)			DATE REQUEST MADE	
TYPE OF REQUEST (Place an 'X' within the appropriate request box)				
<input type="checkbox"/> SOLO PIPER <input type="checkbox"/> MINI BAND <input type="checkbox"/> FULL BAND <input type="checkbox"/> DRUMMER <input type="checkbox"/> BUGLER <input type="checkbox"/> OTHER				
FUNDING (what will you be paying for: Lodging, Per Diem, and Travel? How do you intend to pay: Travel Order No., Donation (cash or check))				
EVENT NAME		EVENT LOCATION	EVENT TIME	EVENT DATE
POC EMAIL ADDRESS		POC TELEPHONE #	EVENT DAY TELEPHONE #	
PARKING LOCATION			EST. AUDIENCE SIZE (i.e., 100 or 20,000, etc.)	
EVENT DESCRIPTION (Explain how this event complies with the bylaws)				
LOCATION TO MEET POINT OF CONTACT (POC) ON ARRIVAL (Please be specific)				
SPECIAL CIRCUMSTANCES (Please be specific)				
ALL BAND MEMBERS PARTICIPATING AND ADDITIONAL NOTES (Please be specific. i.e., will there be short ceilings, or doorways to pass through, will this be indoors or outdoors?)				
PIPE MAJOR ENDORSEMENT		HQ NOTIFICATION DATE	UNIFORM OF THE DAY	PARTICIPANTS
Date Approved	Date Disapproved			
REGIONAL COORDINATOR				
The Pipe Band will base their decision on what element of the Pipe Band will participate depending on the availability of personnel, resources and location of the event.				

All USCGPB performances by band members must be approved by the Pipe Major prior to the event. Email this completed request form to the Pipe Major at pipemajor@uscgpipeband.org and the Band Secretary at secretary@uscgpipeband.org no later than 7 days prior to the event date. After the request is processed you will receive a notification confirming approval/disapproval. If you do not receive a confirming notice, please contact the Pipe Major or Secretary before the event. If events are requested too late to allow normal MRF procedures, contact the Pipe Major by phone at (404) 313-2803 for a verbal approval, or a band Pipe Sergeant if the Pipe Major is not available. Only members qualified as Piper, Drummer, or Color Guard are authorized to perform. **All request, even after approval, are subject to the availability of personnel and resources and are subject to cancellation at any time at the discretion of the Pipe Band.**