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| **Ceremony Information** |
| Name: |  |
| Unit/Command Name: |  |
| Rank/Rate: |  |
| Branch of Service: | [ ]  Air Force [ ]  Army [ ]  Coast Guard[ ]  Marines [ ]  Navy [ ]  Space Force | [ ]  Active Duty [ ]  Reserves |
| Ceremony Type | **Standing** Select Location[ ]  Reenlistment (30 Mins)[ ]  Promotion/Commissioning (30 Mins)**Seated** Select Location[ ]  Promotion/Commissioning (1 Hour)[ ]  Retirement (2 Hours)[ ]  Change of Command (2 Hours)[ ]  Change of Responsibility/ Post and Relief (2 Hours) |
| Notes (If any):  |  |
| Flag officers attending: |  |
| Estimated # of Guests: |  |
|  |
| **Desired Date** | **Desired Time** |
| 1st Choice |  | 1st Choice |  |
| 2nd Choice |  | 2nd Choice |  |
|  |
| **Primary Point of Contact: (Ceremony Coordinator)** |
| Name & Rank: |  |
| Work Phone: |  |
| Mobile: |  |
| Email: |  |
|  | **\*\*if you use Gmail as your email, please check the SPAM folder for the reply\*\*** |
| **Alternate Point of Contact: (Optional)** |
| Name & Rank: |  |
| Work Phone: |  |
| Mobile: |  |
| Email: |  |
| If you have any questions, please email military@ussmissouri.org or contact us by telephone at (808) 455-1600 ext. 221. We will respond to all requests within *three business days.* We process requests for ceremonies by the *order in which the form is received*. Requests fulfilled by **availability**, not guaranteed. |