



**EVENT CHECKLIST  
OREGON FIRE SERVICE HONOR GUARD**

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event  
Location: \_\_\_\_\_

Contacted/Notified: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Department/Agency Name \_\_\_\_\_

Chief: \_\_\_\_\_ Contact # \_\_\_\_\_

Event Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell# \_\_\_\_\_ Alt# \_\_\_\_\_

Deceased  
Name/rank(s): \_\_\_\_\_

Family Names/Relation \_\_\_\_\_

Number of HG Members needed: \_\_\_\_\_

Honor Guard Members confirmed: \_\_\_\_\_

Rehearsal Time(s): \_\_\_\_\_ Rehearsal Site(s): \_\_\_\_\_

**EQUIPMENT**

Colors & Bases: \_\_\_\_\_ Outdoor \_\_\_\_\_

Axes: \_\_\_\_\_

Casket Flag: \_\_\_\_\_

Bell: \_\_\_\_\_

**HONOR GUARD TEAMS**

Detail Leader: \_\_\_\_\_

Color Team Leader (if needed): \_\_\_\_\_

Color Team: \_\_\_\_\_

Casket Team/Flag Fold Team Leader (if needed): \_\_\_\_\_

Casket Team/Flag Fold Team: \_\_\_\_\_

\_\_\_\_\_

Bagpiper(s): \_\_\_\_\_

Honor Corridor Leader: \_\_\_\_\_

Family Escort(s) \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Other Honor Guards Attending: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**POST EVENT SUMMARY**

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