



## Retirement, Promotion and Reenlistment Ceremonies

### Reservation Form

Please complete the following form to request a ceremony date and time. (Allow up to 72 hours for a confirmation.)

Name of Honoree: \_\_\_\_\_

Type of Ceremony: \_\_\_\_\_

Preferred Preferred Ceremony Date & Times: Choice 1 \_\_\_\_\_

Choice 2 \_\_\_\_\_

Choice 3 \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Officiant: \_\_\_\_\_

Reception Following Ceremony: Yes No

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Comments/Special Considerations (please include equipment needs/music inquires here):

Please Note: NMMC does not provide a working party for set up or break down.

X\_\_\_\_\_ I have read and understand the ceremony guidelines.

Initials

Submit to: [joshua.stephens@usmcu.edu](mailto:joshua.stephens@usmcu.edu)

**NOTE: IF YOU SEND THE FORM FROM A .MIL EMAIL ADDRESS, PLEASE FOLLOW UP WITH JOSHUA.STEPHENS@USMCU.EDU TO CONFIRM RECEIPT OF THE FORM.**

National Museum of the Marine Corps  
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[www.usmcmuseum.com](http://www.usmcmuseum.com)