



# Eau Claire County Sheriff's Office

## Honor Guard Request Form

**Instructions:** Please submit the completed form to the Eau Claire County Sheriff's Office Honor Guard (ECSO-HG) at least two weeks in advance. Our office will try to accommodate short notice requests if staffing allows. The participation of the ECSO-HG is at the discretion of the Sheriff.

If we are using any of your equipment such as flags, flag poles, stands, etc, please ensure that the equipment is clean and serviceable. We also recommend that flags be cleaned and pressed prior to the event.

### REQUESTOR INFORMATION

Point of Contact:

Cell Phone:

Office Phone:

Email:

### EVENT INFORMATION

Name of Event:

Event Date:

Group/Organization:

Event Time:

Event Location (venue name/address):

Other Requests (training, briefing, ect):

### ADDITIONAL INFORMATION ABOUT THE EVENT

List how you plan to use the ECSO HG in your program and any additional information here:

Please return this completed form to:

Eau Claire County Sheriff's Office  
Attn: Lieutenant Dustin Walters  
721 Oxford Ave, Ste 1400  
Eau Claire, WI 54703

Email: [dustin.walters@co.eau-claire.wi.us](mailto:dustin.walters@co.eau-claire.wi.us)  
Fax: (715) 839-4875

ECSO-HG Use Only:

Request received (date/time): \_\_\_\_\_

Approved? (yes/no) If no, why? \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Date/Time: \_\_\_\_\_

By whom: \_\_\_\_\_