



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: SCHEDULE@MARINEHERITAGE.ORG

NOTE: IF YOU SEND THE FORM FROM A .MIL EMAIL ADDRESS, PLEASE FOLLOW UP WITH SCHEDULE@MARINEHERITAGE.ORG TO CONFIRM RECEIPT OF THE FORM.

National Museum of the Marine Corps
18900 Jefferson Davis Highway, Triangle, VA 22172
www.usmcmuseum.com