

Guest List to Security Forces

When inviting civilian guests, please follow the guidelines listed below and the sample letter following.

1. In alphabetical order, type or print the complete names of each guest. (You will need 1 original & 3 copies).
2. All guests must have their drivers licenses in their possession.
3. Take the guest list to Building 401 - SPOL at least 48 hours in advance.

SAMPLE GUEST LIST

MEMORANDUM FOR 20 SF/SFOL

FROM: (Name, grade/rank, and phone number of sponsor)

SUBJECT: Brown - Smith Wedding and Reception

1. Request the following named individuals be allowed access to Shaw AFB on the specified date and time:

Location: Palmetto Chapel/Club Shaw

Date/Time:

2. GUEST LIST as follows:

Adams, Bruce A.	Wenzel, Patrick
Auggi, James	Ziegger, Joe
etc.	etc.

3. This list expires 0030 hrs, 6 Dec 1998

(signature)

Type/Print Name of Sponsor