



AMERICAN BATTLE
MONUMENTS COMMISSION

Cemetery Operations
ABMC Event Request Form

Instructions and Guidance

The American Battle Monuments Commission (ABMC) is an independent agency of the United States Government whose mission is to honor the service, achievements, and sacrifice of the U.S. Armed Forces abroad. ABMC manages and maintains 26 cemeteries and 31 federal memorials, monuments, and commemorative plaques around the world, including 3 memorials in the United States. For more information about ABMC, please visit <https://www.abmc.gov> or our social media accounts: @usabmc.

ABMC cemeteries, memorials, and monuments are not generally available for public events. No event will be permitted at any ABMC site without prior approval. ABMC bears sole responsibility for the protection and maintenance of its sites, and for maintenance of proper decorum. As such, each ABMC Superintendent or designee retains the right to deny entry to the cemetery and to cancel any event for adverse weather or other safety or security concerns, or for conduct that is detrimental to the dignity and decorum of the site.

Any individual, organization, or association (Applicant) requesting to organize an event at an ABMC cemetery, monument, or memorial must submit this form. Once completed, this form must be submitted to the respective ABMC cemetery (see contact list at the bottom of this form) at least 30 days prior to the requested event date for review and approval. For requests involving multiple ABMC sites, send the request to: eventsparis@abmc.gov

For approved events, visitors will check in with ABMC staff upon arrival and provide approval confirmation (digital or hard copy). If your group is delayed, please notify the cemetery as soon as possible. Delays greater than 15 minutes may result in cancellation at the discretion of the Superintendent or designee.

Permission to hold events at ABMC sites is subject to the Applicant's agreement to fully comply with the conditions listed below. Submission of this form indicates Applicant's understanding of and agreement with the following conditions:

1. Events will not disrupt or intrude upon the privacy of other visitors paying their respects, nor interfere with the work of ABMC employees.
2. Events must comply with U.S. and host nation rules, regulations, and policies including insurance, labor laws, safety, and security requirements.
3. Events will be accomplished at no cost to ABMC or the U.S. Government and will be scheduled between 9:00am and 4:30pm local time. Events at times other than during these hours must receive prior approval for an exception to policy. ABMC sites are generally unavailable for events on Christmas Day and New Year's Day, and during the period before and after Memorial Day.
4. No modification of existing terrain features will be allowed. Construction or additional infrastructure of any kind (stage, tents, audio equipment, etc.) undertaken by the Applicant must be approved in advance by ABMC. Approved construction will be accomplished at the Applicant's expense. Applicant is responsible for takedown and remove any construction or infrastructure, and to return the ABMC property to its pre-existing condition, at Applicant's expense.
5. The Applicant agrees to promptly reimburse ABMC for the costs of:
 - a. Restoration of any damage to ABMC facilities caused by the Applicant's event;
 - b. Removal of any construction which the Applicant fails to timely and fully remove;



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- c. Restoration of any area where the construction has occurred;
 - d. Staff and/or security guards required after hours to support the event; and
 - e. Additional staff and/or security guards required during business hours to support the event.
6. Unless due to the negligence of ABMC or the U.S. Government, Applicant waives any and all claims against ABMC or the U.S. Government for any injuries, death, property damage, or loss of profits that may occur to the Applicant or Applicant's employees, or any other person or entity either directly or indirectly, during events at ABMC sites. Applicant agrees to indemnify and hold harmless ABMC against any claims for injuries, death, property damage, or loss of profits resulting from Applicant's activities at ABMC's site.
 7. Other than the performance of their routine responsibilities, ABMC employees on duty will not perform or provide services or support to any event activity without the approval of the ABMC Superintendent or designee.
 8. All guests must conduct themselves in a respectful and reverent manner while at the cemetery; ultimate discretion to remove a guest from the site for disrespectful conduct rests with the Superintendent or designee.
 9. Pets, companion animals, and emotional support animals are not permitted on-site. Service animals (i.e., a dog [or in some circumstances a miniature horse] that is trained to do work or perform tasks for the benefit of an individual with a disability) are allowed. They must be kept under the control of the handler and must be cleaned up after.
 10. Food and drink are not permitted within the cemetery property, except for water.
 11. An additional permit from ABMC is also required for any film/photos that are for non-personal use, and for any use of a drone. Typically, drones are only permitted to be flown during a site's non-operating hours. To request approval for non-personal filming or photography, or for drone usage, Applicant must submit a [Film/Photography/Drone Request](#) to FilmRequest@abmc.gov. Photographers and videographers will respect the privacy of other visitors and staff who do not wish to be photographed or filmed.
 12. The site of the requested event will remain open to all members of the public during any approved ceremony or event.
 13. All elements of a ceremony (speakers, script, list of equipment, etc.) must be submitted and approved by the ABMC site Superintendent or designee in advance.
 14. All remarks shall be centered on cemetery-appropriate topics (e.g., those commemorated by ABMC, WWI and WWII, sacrifice and honor, U.S. military history, etc.) and will avoid topics that detract from the commemorative purpose of ABMC's sites. Events and speeches in support of political campaigns are prohibited.
 15. Requests for U.S. and local military support shall be made by the Applicant directly to the military unit but shall be coordinated ahead of time in conjunction with the ABMC site Superintendent or designee.
 16. Re-enactors in period costume/uniform are prohibited.
 17. Weapons or weapon props of any type, to include demilitarized models, are prohibited.



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Applicant Information			
Title:		Name:	Phone:
Organization:			
Email:			
Website:			
Social Media:			
Alternate Point of Contact Details <i>(if applicable)</i>			
Title:		Name:	Phone:
Organization:			
Email:			
Website:			
Social Media:			

Event Details			
ABMC Location:			
Event Type:			
Date:	Event Time:	Setup Time:	
No. of Attendees:	On-site POC:		
Event Duration: <i>(One hour limit)</i>	POC Contact Info:		
<p>Short Description of Event: <i>i.e., wreath laying on behalf of XXX in honor of XXX.</i></p>			
<p>Sequence of Events: <i>Include ceremony elements such as playing of national anthems, remarks, wreath laying, etc.</i></p>			
<p>Logistics Requirements: <i>i.e., 10 chairs, a podium, 1 wreath stand, a microphone, etc.</i></p>			
<p>Full Names of Speaker(s):</p>			
<p>VIP Participation: <i>If yes, list name, title, position, and organization of each VIP</i></p>			



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<p>Additional Notes:</p> <ul style="list-style-type: none"> - Attendees will arrive by bus together from XXX - Organizers will request a porte drapeau / color guard <ul style="list-style-type: none"> - Group includes 2 elderly visitors in wheelchairs 	
<p>Tour: Would you like a guided tour before or after your event?</p>	<p>Yes</p> <hr/> <p>No</p>
<p>If yes, estimate number of participants</p>	

<p>By signing below, the Applicant acknowledges and understands the Instructions and Guidance as detailed in this Event Request Form and agrees to be bound by their terms and conditions.</p>	
<p>Applicant Signature:</p>	

<p>INTERNAL ABMC USE ONLY</p>	
<p>Comments: <i>Rationale for denial, limitations imposed, other necessary information</i></p>	
<p>Superintendent/Designee Concur or Non-concur and Signature</p>	
<p>Concur:</p>	
<p>Non-concur:</p>	
<p>Superintendent/Designee Signature:</p>	
<p>DCO/CCO Approval or Disapproval and Signature</p>	
<p>Approved:</p>	
<p>Disapproved:</p>	
<p>DCO/CCO Signature:</p>	



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ABMC Site Contact Information	
COUNTRY, Site	Contact Information
BELGIUM	
Ardennes American Cemetery	Ardennes@abmc.gov +32 (0)43 71 42 87
Flanders Field American Cemetery	Flanders-field@abmc.gov +32 (0)56 60 11 22
<i>Includes Audenard and Kemmel American Monuments</i>	
Henri-Chapelle American Cemetery	Henri-chapelle@abmc.gov +32 (0)87 68 71 73
FRANCE	
Aisne-Marne American Cemetery	Aisne-marne@abmc.gov +33 (0)3 23 70 70 90
<i>Includes Belleau Wood and Chateau Thierry Monument</i>	
Brittany American Cemetery	Brittany@abmc.gov +33 (0)2 33 89 24 90
<i>Includes Naval Monument at Brest</i>	
Epinal American Cemetery	Epinal@abmc.gov +33 (0)3 29 82 04 75
<i>Includes Chaumont Marker</i>	
Lafayette Escadrille Memorial American Cemetery	Lemcemetery@abmc.gov +33 (0)1 46 25 01 70
Lorraine American Cemetery	Lorraine@abmc.gov +33 (0)3 87 92 07 32
Meuse-Argonne American Cemetery	Meuse-argonne@abmc.gov +33 (0)3 29 85 14 18
<i>Includes Montfaucon and Sommepey American Monuments; Souilly Marker – 1st Army Headquarters</i>	
Normandy American Cemetery	Normandy@abmc.gov +33 (0)2 31 51 62 00
<i>Includes Pointe du Hoc Ranger Monument; Utah Beach American Memorial</i>	
Oise-Aisne American Cemetery	Oise-aisne@abmc.gov +33 (0)3 23 82 21 81
Rhone American Cemetery	Rhone@abmc.gov +33 (0)4 94 68 03 62
Somme American Cemetery	Somme@abmc.gov +33 (0)3 23 66 87 20
<i>Includes Bellicourt, Cantigny American Monuments</i>	
St. Mihiel American Cemetery	Saint-mihiel@abmc.gov +33 (0)3 83 80 01 01
<i>Includes Montsec American Monument</i>	
Suresnes American Cemetery	Suresnes@abmc.gov +33 (0)1 46 25 01 70
<i>Includes Tours American Monument</i>	
ITALY	
Florence American Cemetery	Florence@abmc.gov +39 055 202 00 20
Sicily-Rome American Cemetery	Sicilyrome@abmc.gov +39 069 880 284
LUXEMBOURG	
Luxembourg American Cemetery	Luxembourg@abmc.gov +352 43 17 27
MEXICO	
Mexico City National Cemetery	Mexicocity@abmc.gov +52 55 8840 8884
NETHERLANDS	
Netherlands American Cemetery	Netherlands@abmc.gov +31 (0)4 34 58 12 08
PANAMA	
Corozal American Cemetery	Corozal@abmc.gov +507 317-6034
PHILIPPINES	
Clark Veterans Cemetery	ClarkCemetery@abmc.gov +63 45 499 1537
<i>Includes Cabanatuan American Memorial</i>	
Manila American Cemetery	Manila@abmc.gov +63 2 844 0212
<i>Includes Guadalcanal American Memorial; Marker at Papua New Guinea; Midway Monument; New Zealand and Saipan Memorials</i>	
TUNISIA	
North Africa American Cemetery	North-africa@abmc.gov +216 58 530 282
<i>Includes Western Naval Task Force Marker</i>	
UNITED KINGDOM	
Brookwood American Cemetery	Brookwood@abmc.gov +44 (0)1 483 47 3237
<i>Includes Dartmouth Monument; Naval Monument at Gibraltar; XI Amphibious Force Marker</i>	
Cambridge American Cemetery	Cambridge@abmc.gov +44 (0)1 954 21 0350
UNITED STATES	
East Coast Memorial	Info@abmc.gov +1 703 584 1501
Honolulu Memorial	
Korean War Memorial at Busan	
Santiago Surrender Tree (Cuba)	
West Coast Memorial	
World War I Memorial	