

The Army Historical Foundation
1775 Liberty Drive, Ste. 400
Fort Belvoir, VA 22060



Office: 703-562-4174
delvon.lukyamuzi@armyhistory.org
www.armyhistory.org

The Army Historical Foundation Campaign for the National Museum of the United States Army

HOSTING A UNIT TRIBUTE AT THE NATIONAL MUSEUM OF THE UNITED STATES ARMY

The Army Historical Foundation is honored to facilitate Unit Tribute Unveiling Ceremonies (UTUC) at the National Museum of the United States Army. There is no fee for a Unit Tribute Ceremony. A Unit Tribute Ceremony request is a confirmed, signed, and approved UTUC User Agreement. **Walk-in or pop-up ceremonies or presentations anywhere on the Museum Campus are not permitted.** UTUC must stay within the UTUC guidelines written.

Executing Unit Tribute Unveiling Ceremonies:

- All UTUCs must be coordinated and reserved in advance. Walk-in or “pop-up” ceremonies are not permitted.
- UTUCs follow a specific set of guidelines.
- Scheduling requests must be submitted via email to Delvon Lukyamuzi at delvon.lukyamuzi@armyhistory.org.

Description:

Unit Tribute Ceremonies are publicly held events on the promenade of the Museum campus and must not interfere with the visitor experience. UTUC reservations are Monday – Sunday 9 AM – 4 PM. Reservations include, from beginning to end, 25 minutes to perform the ceremony. This includes speeches, special recognitions, photos, etc. A signed and approved Event User Agreement includes general admission tickets for the host and guests to use. UTUC are for ceremonies only, they do not include receptions. After the ceremony, attendees are welcome to visit the Museum at their own leisure. UTUCs do not permit the use of outside flags, sound systems, drones, podiums, chairs, or tables.

Guidelines:

- UTUCs are ONLY held in designated spaces on promenade of the campus.
- UTUCs reservations are standing only – chairs and seating are not available.
- Photos and videos of the ceremony are permitted using personal, hand-held cameras, and are limited to the designated ceremony time and space.
- Live broadcast of the UTUCs, such as Facebook Live, is limited to the ceremony only and must be managed by the event host’s designated attendee.
- Military or commercial media outlets are not permitted for UTUCs.
- Outside food or drinks are not allowed.

- Flowers are permitted during the ceremony, however, must be taken away immediately after the ceremony. **Balloons and cut/live/dried flowers/plants are not permitted inside the Museum.**

Process for Scheduling:

Individuals interested in hosting a UTUC at the Museum must first submit an inquiry to Delvon Lukyamuzi @ delvon.lukyamuzi@armyhistory.org. Then, the requester will be contacted within 5-7 business days to conduct a Discovery Call to gather all pertinent information required. If the request meets the criteria for a UTUC, a Unit Tribute Unveiling Ceremony User Agreement will be emailed to the point of contact (POC) to complete. Once the signed Event User Agreement is returned and the UTUC is confirmed, the requester will be issued general admission tickets for their use.

Event Day:

On the day of the UTUC, the POC will be greeted by the Senior Manager of Membership and Annual Giving in front of the Unit Tribute 15 minutes before the scheduled UTUC time. It is then the host's responsibility to guide their attendees for the ceremony.