



UNITED STATES MARINE CORPS
MARINE BARRACKS
8TH AND "I" STREET, SE
WASHINGTON, DC 20390-5000

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14 Jan 03

From: Commanding Officer, Marine Barracks, Washington D.C. (Operations)
To: Potential Sponsor for the United States Marine Drum & Bugle Corps

Subj: INFORMATION FOR REQUESTING AND SPONSORING THE UNITED STATES
MARINE DRUM & BUGLE CORPS

Ref: DD Form 2536 - Request for Armed Forces Participation in Public Events

Encl: (1) Sponsor Requirements

1. This information is provided in order to assist potential sponsors of the United States Marine Drum & Bugle Corps request and coordinate the unit's participation in public events. The information in DD Form 2536 (Request for Armed Forces Participation in Public Events) applies to all sponsors, military as well as civilian. Item 12 in the request is in compliance with current Department of Defense and higher headquarters directives.

2. The United States Marine Drum & Bugle Corps (D&B) – Traditionally known as "The Commandant's Own," the D&B is comprised of 85 Marines recruited from various civilian drum corps, marching bands and other musical units within the Marine Corps. The unit combines contemporary songs and traditional marching music with uniquely choreographed drill movements in a program entitled "Music in Motion." For additional information on scheduling the D&B please contact the Drum & Bugle Corps: (202) 433-6461/6526 or www.drumcorps.mbw.usmc.mil

3. Guidelines - In the case of a civilian organization acting as a sponsor, all of the following criteria must be met to qualify as a sponsor:

- The event must be patriotic in nature and not selectively benefit or appear to benefit the commercial activity of the sponsor.
- The sponsor's role in the event is clearly civic in nature.
- The interest to the sponsor is secondary to the interest and benefit to the community.
- Fraternal organizations whose by-laws and membership rites are privately held (are not available to the general public) are normally not authorized to sponsor the units.
- Organizations with "exclusive membership" may not sponsor events unless the primary audience is the outside community rather than an organization.
- Religious organizations may not sponsor performances unless the event is of broad interest and benefit to the community, nonsectarian in nature, and is widely publicized as a community event.
- Events sponsored by a partisan political organization or ideological movements are not permitted.

Sponsor Requirements

1. General

a. Responsibility for Requirements. The sponsor's logistical support responsibility for the D&B varies depending on the method of travel to your location. The following provides a snapshot of the timeline possibilities:

Commercial air transportation – begins with the unit's arrival at a Washington, D.C. area airport (includes assistance with ticketing/boarding/cargo) and ends with the completion of the return flight to the designated airport (includes retrieval of cargo, etc.)

Military air transportation - begins with the arrival of the aircraft at the sponsor's local airport and ends with return of the unit to the aircraft, and the successful departure of that aircraft.

Commercial ground transportation – begins with pickup of the unit at Marine Barracks, Washington and ends with return to this command.

Military ground transportation – begins at arrival to the performance site, lodging or other site the sponsor has arranged and ends with departure from designated site.

b. All transportation, lodging, meals, and other requirements between these times are the responsibility of the sponsor. If commercial or military transportation is unable, for any reason, to return the D&B to Washington, D.C. at the scheduled departure time, it is the sponsor's responsibility to provide meals and lodging until the unit is able to return to Washington, D.C. This situation is rare, but does happen.

2. Transportation

a. **Air** - If the sponsor cannot support with commercial flights, military air transportation may be provided by the Joint Operational Support Airlift Center at no cost to the sponsor. Military aircraft availability is dependent upon the operational, training or maintenance requirements of the supporting squadrons. On occasion, military air transportation may be canceled or rescheduled at the last minute for reasons outside of our control. If this occurs, the D&B would not be able to participate in your event. Like the unplanned extension of a trip, your planning should include this possibility.

Military air support will be requested at the earliest possible date, however, the final flight schedule information will not be available until 1-3 days prior to the event. Commercial flights, while expensive, allow the sponsor to have greater control over flight scheduling. (Note: there may be an additional charge for the cargo on a commercial flight)

b. **Ground** – Federal regulations prevent the U.S. Marine Corps from providing ground transportation assets for events further than 100 miles from this command. In this case, the sponsor must provide ground transportation from Washington, D.C. to the event site and back. Sponsors are expected to provide commercial charter ground transportation when air

transportation is not economically feasible, or when the events are within a reasonable bussing distance (no more than four hours one way).

Local ground transportation is the responsibility of the sponsor, as the units must travel from the airport to the hotel and/or the performance site, restaurants and other locations, for meals, preparation time, etc. The sponsor must provide all bus and cargo truck drivers. Our Marines will execute the loading and off loading of all equipment onto the vehicles. Vehicular requirements may vary, but normally consist of the following:

- (3) 44-passenger bus – Coach style with cargo hold underneath
- (1) 24-foot box container cargo truck with lift

3. Meals and Lodging

a. Meals - The Sponsor will provide all meals for Marines during their stay in your area. Adequate messing is considered to be three meals per day at normal morning, afternoon, and evening meal hours; two of which must be hot meals. Meals must remain flexible due to the unit's transportation, rehearsal and performance schedule. Sponsor responsibilities include meals that must be consumed en route due to time constraints.

b. Lodging - Mass billeting (i.e., squad bays, gymnasiums, armories etc.) is not considered adequate. Marines will not be billeted more than two to a room and proper consideration will be given to the military grade of personnel: Officers and Staff Noncommissioned Officers will not be billeted with junior enlisted members. To maintain control and accountability, we are unable to accept billeting in private homes. Unless agreed upon by the unit, billeting should not be more than a one-hour or 30 mile drive from the performance site. Requirements may vary, but normally include:

- (12) Single-occupancy rooms
- (36) Double-occupancy rooms

4. Performance Site

a. Changing area requirements:

- Securable changing areas with chairs, clothing racks or hooks.
- Electrical outlets to support the use of 15-20 irons
- Area should be large enough to accommodate unit personnel.
- Separate changing facilities for female Marines

b. Performance area:

- The performance area is usually a standard football field or equivalent smooth surface 100 yards by 60 yards with no obstructions. A center line (similar to a 50 yard line) should be established running perpendicular from the reviewing area. Whenever possible standard football yard lines and "college set" hashmarks, on line with the uprights of the goal posts, should be marked.
- A public address system is required. The performing units have their own narrator.
- Any expenses, such as fees for the stadium, lighting, heating, publicity, custodial or security, are the responsibility of the sponsor.

4. Publicity / Recruiting Interest

a. Publicity - Media promotion/publicity will always maximize the event and audience attendance. Promotional materials and a comprehensive press package, including unit information, biographies, photographs, public service announcement for both radio and television are available from the Marine Barracks Public Affairs Office. For public affairs information call: (202) 433-4173 / 6679

b. Recruiting – One of the missions of the Drum & Bugle Corps is to promote a positive public image of the Marine Corps and to assist in the effort of recruitment. It is the policy of the D&B to give information on performance location, time, and sponsor contact data to Marine Corps Recruiting Command. Local Marine Corps Recruiters may contact the sponsor for admittance, tickets, press passes, etc. Sponsors are encouraged to coordinate with local recruiting agencies concerning the planned event.

8. Contact Information

For requests, please complete DD Form 2536. Mail or fax the completed form along with a letter that describes your vision of the event being supported to the address on page 2 of the DD Form 2536 or directly to Marine Barracks, Operations at:

Operations Officer (Attn: D&B Schedule)
Marine Barracks
8th & I Streets, SE
Washington, D. C. 20390
Phone: (202) 433-6394
Fax: (202) 433 – 4594
www.mbw.usmc.mil