

Dear {TITLE}{FIRSTNAME}{LASTNAME},

Arlington National Cemetery has reviewed your {GROUPNAME} request for a Public Wreath Ceremony at the Tomb of the Unknown Soldier and approved the following:

- **Date and Time of Public Wreath Ceremony:** {DATEOFARRIVAL} at {WREATHLAYINGTIME}.
- **Estimated Number of Attendees:** {NUMBEROFPARTICIPANTS}
- **Additional Resources Requested:** {ADDITIONALRESOURCES}
- **Disability Accommodations Requested:** {ISHANDICAPACCOMMODATIONS}
- **Media Attending Confirmation:** {ISEXTERNALMEDIAATTENDING}
- **Additional Comments from ANC:** {COMMENT}

PLEASE NOTE, ANY MEDIA AND/OR PHOTOGRAPHY RELATED PORTIONS OF YOUR REQUEST ARE NOT APPROVED UNTIL YOU HAVE RECEIVED AUTHORIZATION FROM THE ARLINGTON NATIONAL CEMETERY PUBLIC AFFAIRS OFFICE AT 703-614-0024. ALL OTHER QUESTIONS SHOULD BE DIRECTED TO ANC OPERATIONS, EVENTS AND CEREMONIES, AT 703-614-1111.

In preparation for your wreath ceremony, please view a short video, "How to Lay a Wreath," which will guide you through the steps of placing a wreath at the Tomb of the Unknown. Link to video: <https://youtu.be/Rpo583Q87dY>.

Report to the Tomb Guard Quarters Office at the Memorial Amphitheater 30 minutes before your scheduled wreath laying ceremony. **FAILURE TO DO SO MAY RESULT IN THE LOSS OF YOUR TIME SLOT.** The sentinels will address any questions you have concerning placing the wreath.

Please note the following:

- The attached documents will help facilitate your visit to Arlington National Cemetery.
- Wreaths are required to be delivered to the Office of the Sergeant of the Guard at the Tomb of the Unknown Soldier on the day of the ceremony at least 1-hour prior.
- Army regulations preclude this office from recommending specific florists.
- Privately owned vehicles and commercial buses are not authorized to drive to the Tomb of the Unknown Soldier (TUS).
- Parking is available at the Welcome Center paid parking lot. Please be aware that the parking lot reaches capacity early during peak tourism months from March through September.
- To minimize delays that would prevent your group from making its scheduled time, we recommend that your travel plans include additional time for unexpected traffic congestion, unfamiliarity with area roadways, parking, and unloading.
- On the day of your event, report to the Tomb Guard Quarters located at the Memorial Amphitheater, with a copy of this email, at least 30 minutes prior to the time of the

scheduled wreath ceremony. At this time, the Tomb Guard sentinels will address any questions you have concerning placing the wreath.

- Wreaths laid at the TUS are considered gifts to the TUS and will not be returned.
- For visitors with disabilities, refer to our ANC Visitors with Disabilities page via: <https://www.arlingtoncemetery.mil/Visit/Visitors-with-Disabilities>

Edits may be submitted up to two calendar weeks prior to the date of the event. All edits will be subject to final review and approval by Arlington National Cemetery.

All ceremonies are scheduled at the discretion of Arlington National Cemetery. Ceremonies are subject to cancellation or rescheduling due to official U.S. government ceremonies, inclement weather, or other unforeseen occurrences.

If you wish to **edit** your request, please go to [Click Here](#) .

If you wish to **cancel** your request, please go to [Click Here](#) .

Thank you,

Arlington National Cemetery

Re: ID {REQUESTID}

We value your feedback. Please take a few minutes to share your experience about scheduling your ceremony and help us improve future ceremonies by clicking on the following link:

[LINK]