

UNITE EVENT REQUEST



REQUESTING UNIT:

UNITE POC: EMAIL:

EVENT INFORMATION

DATE OF EVENT:

EVENT LOCATION:

PROJECTED START TIME: END TIME:

PLANNED NUMBER OF PARTICIPANTS:

PROJECTED FEES TO BE PAID BY PARTICIPANTS:

Plan ahead! Fill out this form to the best of your ability.

Forward completed form to the UNITE C3 for review prior to submitting for Commander's approval.

Final funding approval from the Air Force Services Center (following Commander approval/signature) may take up to 21 business days.

Unite Event After Action Reports, including photos, must be submitted within 5 business days from the completion of your event.

DETAILED EVENT DESCRIPTION:

APF (ACTIVITY) FUNDING BREAKDOWN (\$13.50/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$5.00/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

*APPROVAL FROM AIR FORCE SERVICE CENTER
MAY TAKE UP TO 21 BUSINESS DAYS*

COMMANDER SIGNATURE:

