UNITE EVENT REQUEST

ALL REQUESTS MUST BE SUBMITTED :5 days: on base; 10 days: off base

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:

DETAILED EVENT DESCRIPTION:

APF (ACTIVITY) FUNDING BREAKDOWN (Up to $15.00 per person):

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

B

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN ($6.00 per person):

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

UNITE POC or Unit Commander Signature

ALL ACTIVITIES REQUIRE APPROVAL FROM THE AIR FORCE SERVICES CENTER