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:

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

Commander Signature:

Community Cohesion Coordinator (C3) Signature:

ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER