DEPARTMENT OF THE AIR FORCE
11TH WING (AFDW)

MEMORANDUM FOR 11 OPERATIONS GROUP/CCX
20 MacDill Boulevard, Suite 100
Bolling AFB, DC 20032-0201

FROM: _____
_____
_____

1. I request support from the USAF Band as follows (* is required):

Title of Event*: *(select from menu)*	
Date of Event*: *(MM/DD/YY or from calendar pop-up)*	
Time of Event*: (hh:mm)	
Time Performers Must Be In Place: *(hh:mm)*	
Location of Event*:	
Address of Event:	
Type of Support*: *(select from menu)*	
Type of Group if known: *(select from menu)*	
Expected Attendance*:	
VIP's Expected to Attend:	
Sponsoring Organization Name*:	
Host Commanding Officer Name/Rank*:	
Point of Contact (POC)/Project Officer*:	
Mailing Address for POC*:	
POC's Primary Phone Number*:	
POC's Secondary/Cell Phone Number:	
POC's FAX Number:	
POC's E-mail address*:	
If the event is being held on non-government property, is it because government facilities are unavailable or of insufficient size to support the event? * *(Yes - No - N/A -- selcect from menu in right column)*	
Is this event being used to raise funds (for any purpose)? * *(Yes - No)*	
Will the requesting organization fund The Band's air transportation, per diem, lodging and/or local rental expenses (IAW DoD instructions)* *(Yes - No - N/A)*	
If request is approved, I certify I will provide logistical coordination information and all applicable fund cites no later than 4 weeks prior to an event.* *(Yes - No)*	
I certify that the event described above is an official DOD function that I am hosting or conducting as a member of the Department of Defense in the performance of official duties associated with my office. * *(Yes - No)*	

2. If there are questions, please contact the POC listed above. Thank you for your help.

_____
SIGNATURE OF REQUESTOR

Fax this form to 11 OG/CCX at (202) 767-2801, DSN 297-2801 or 'Submit Form' to send via email

Treasure the Past - Forge the Future