

# 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

*Air Force Services Center approval can take up to 30 days to approve your event.*