



Event Proposal

Squadron Information

Unit:

Unit POC:

Email:

Planned Number of Participants:

Normal Duty Shift of Participants:

Unit Subset:

*Event Information

Type of Event:

Description: Please describe in detail what will take place at your event

*Example 2 Event detail --->

XXX Squadron will have a Field meet and BBQ outing at Lakeside. 100 Airmen will be attending.

Equipment rental from ODR for 3 hours = \$500

Ribs, Burgers, Hot dogs, Mac & Cheese, and potatoes will be bought at the Club = \$500

Event

Location:

Proposed Date & Start Time:

Activity Expenses:

Food Expenses:

Participation Reason(s)

- Develop a new skill or competency
- Improve physical fitness
- Increase morale, camaraderie, or esprit de corps
- Promote interaction between unit members
- Provide opportunity for fun or relaxation
- Reinforce peer, unit/squadron, or AF corps values
- Work on a team-building exercise
- This event is open to all ranks (must affirm)

Revitalizing Squadrons

“...the beating heart of the Air Force”

Family members are welcome to participate, but must pay the full cost of any associated fees.

Commander/Designee Signature

All activities require a Commander's signature and approval from the Air Force Services Center. Please plan your event accordingly.