



**Revitalizing Squadrons ...the beating heart of the Air Force**  
 Providing Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, APF/NAF Civilians and their dependents. *Funding is determined by the number of individuals assigned to the Unit.*

# UNITE Event Proposal

Today's Date: \_\_\_\_\_

Unit/Squadron: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

**Primary POC**

Rank/Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Alternate POC**

Rank/Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Event Description / Team Building Component:**

Be specific. What type of games? What kind of activities?

## Event Planning Check List

- Reservations Confirmed  
*venue, vendor and/or service providers*
- Equipment Reserved  
*tables, chairs, canopies, inflatables, games, etc.*
- Quotes from off-base vendors and/or service providers with Federal Government Tax Exemption confirmation
- 889 Compliance forms for all vendors  
*blank forms available on UNITE website*
- Verify vendors accept credit card payments  
*no Venmo, PayPal or CashApp allowed*
- UNITE Event Proposal complete w/ CC or designee signature
- Submit UNITE Event request, vendor quotes & 889 Compliance forms to Community Cohesion Coordinator (C3)

*continues on page 2*

**FOR C3 USE ONLY**

Available Funds APF \$ \_\_\_\_\_ NAF \$ \_\_\_\_\_

Unit Submission Date: \_\_\_\_\_

APF Request ID: \_\_\_\_\_

APF Approved Amount: \_\_\_\_\_

NAF Request ID: \_\_\_\_\_

NAF Approved Amount: \_\_\_\_\_

Unit Members: \_\_\_\_\_

AFSVA Submission Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

APF Total Spent: \_\_\_\_\_

Approval Date: \_\_\_\_\_

NAF Total Spent: \_\_\_\_\_

**APF Event Costs:**

*Recreational vendors or service providers, equipment rentals, supplies, service and/or credit card charges  
Coolers, obstacle course, DJ, game truck, paper plates, décor etc.*

Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____

**APF Activity Estimate Total: \$** \_\_\_\_\_ **0.00**

**NAF Event Costs:**

*Consumables - food/beverage vendors or service providers*

Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____
Item(s): _____	Supplier: _____	Cost: _____

**NAF Estimate Total: \$** \_\_\_\_\_ **0.00**

**Shopping Date/Time Request:** \_\_\_\_\_

\_\_\_\_\_  
**Commander/Designee Name/Rank**

\_\_\_\_\_  
**Commander/Designee Signature**

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

**FOR C3 USE ONLY**

**Payment Schedule & Notes**