



*****EXAMPLE*****
DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

PLEASE EMAIL: tiffany.reeder@us.af.mil
CC: jacob.craig@us.af.mil

To: 81 FSS/FSWO

From: 81 FSS/CC

81st FSS requests the use of the below listed equipment/facility, to support an official unit function, to be supported through free-use equipment (APF), and UNITE (NAF):

Facilities requested: (Listed are all possible pavilions and information):

- “Pavilion 6734: use on Friday, 19 May 2019, 0900 – 1700” (Indoor Pavilion; 200-220 people)
- Pavilion 6709: (Fireplace; 40-45 people; closest to playground and Indoor pavilion)
- Pavilion 6713: (Closest to Marina; 70-80 people; hose hookup)

Equipment requested: (the below listed items are the only free-issue items)

- 2 - Large ice tubs
- 1 - Large Grill
- 1 - Volleyball equipment set
- 1 - Football
- 1 - Horseshoe equipment set
- 1 - Softball equipment set
- 3 - Cornhole Set
- 1 - Ladderball Set
- 1 - Spikeball Set
- 1 - Tug-of-war rope
- 6 - 6’ tables
- 36 - Folding chairs
- 1 - Dragon Bounce House
- 3 - Canoes

(Additional items are available for marginal NAF fees, eligible for Unit Enhancement Funding (UNITE**); see ODR price list)

We request that these items be available for pickup at 0800 on Friday, 19 May 2019. All equipment will be returned, in the same condition it was received, NLT 0900 on Monday, 22 May 2019. Facilities will be returned to the condition in which they were received, immediately after the event.

The point of contact for this event and equipment/facility loan will be SSgt Anderson, who can be reached at DSN: 597-3160 or cell: 228-555-5555.

Signed,

////CC SIGNATURE/////

**Unite POC is Hope Holden. Hope.holden.1@us.af.mil

***NOTICE: ODR staff does not set up these items. Labor is available for an extra fee.