

UNITE POC Checklist

| Squadron/Unit: | | |
|--|---------------------|--|
| Date and Time: | | |
| Location: | | |
| ACTION | COMPLETED (date) | COMMENTS |
| <ul style="list-style-type: none"> ➤ Event Proposal Form <ul style="list-style-type: none"> ○ Signed by CC ○ Invoices/Quote Received ○ SOEs documented | | <p>*Proposal needs to have a detailed sequence of events (where, when, why).</p> <p>*Coordinate with/reserve venue prior to submitting proposal. Get POC contact info.</p> <p>*Event & Food purchases both <u>needs to be tax exempt</u>. Please verify government tax exemption with venues.</p> |
| <ul style="list-style-type: none"> ➤ Submit to Unite Coordinator <ul style="list-style-type: none"> ○ Signed Proposal Form ○ Invoices/Quotes | | <p>*Please provide an accurate number of attendees. Proposal will have to be resubmitted for approval if additional funding is required due to personnel being added at the last minute.</p> |
| <ul style="list-style-type: none"> ➤ Confirm Catering Venue <ul style="list-style-type: none"> ○ Venue ○ BAL Required? | | <p>*If event is at an FSS facility coordinate food support through the Events Center (840-2020)</p> <p>*Unite coordinator will provide food menu options/pricing for FSS facility events.</p> |
| <ul style="list-style-type: none"> ➤ AFSVC Approval <ul style="list-style-type: none"> ○ Coordinate Payment w/UNITE POC | | <p>APF Funds Auth:</p> <p>NAF Funds Auth:</p> |
| <ul style="list-style-type: none"> ➤ AAR/Event Photos to UNITE POC | | <p>*within 7 days after event</p> <p>*Please ensure to get at least 3 photos to include one</p> |
| <ul style="list-style-type: none"> ➤ Additional Info/Comments | | |