



UNITE EVENT POC AGREEMENT

SQUADRON: _____ EVENT NAME: _____ EVENT DATE: _____

I certify that this event includes a unit cohesion activity and is not a squadron holiday party. Initials: _____

I understand that any rental agreements or service contracts must be scheduled, signed for and collected/returned by a member of the squadron and that person assumes responsibility on behalf of the squadron for any late fees, cancellation fees or damage fees. If any fees are incurred beyond the basic rental fees, the member or squadron must pay those fees using personal or squadron booster club funds.

Initials: _____

I understand that our UNITE event reflects directly on WAFB and will conduct business in an appropriate manner that does not damage the existing relationships between WAFB and outside organizations. With this understanding, I agree to pay any remaining bills not covered by UNITE on time.

Initials: _____

As the squadron and/or event POC I will:

Initials: _____ immediately **inform** the C3 and all related businesses about any event changes to include postponement, location change, participation numbers & event change.

Initials: _____ confirm actual attendance in AAR

Initials: _____ take pictures during the event.

Initials: _____ complete the event after action report (AAR) as required.

Initials: _____ submit photos and AAR to the Unite C3 within 3 **calendar** days of event.

Initials: _____ ensure if I am unable to attend event, my proxy will be held accountable for all the above requirements and meet all deadlines.

Initials: _____ understand after 2 post event contacts and requirements are not met, leadership **will** be notified

EVENT POC SIGNATURE/DATE