UNITE EVENT REQUEST

REQUESTING UNIT:

UNITE POC: **EMAIL:**

EVENT INFORMATION

DATE OF EVENT:

EVENT LOCATION:

PROJECTED START TIME: **END TIME:**

PLANNED NUMBER OF PARTICIPANTS:

PROJECTED FEES TO BE PAID BY PARTICIPANTS:

DETAILED EVENT DESCRIPTION:

APF (ACTIVITY) FUNDING BREAKDOWN ($13.50/PP):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN ($6.00/PP):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

COMMANDER SIGNATURE:

UNITE COORDINATOR SIGNATURE:

ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER
Air Force Services Center approval can take up to 30 days to approve your event.