

REQUEST FOR FORT LEE SUPPORT

Public Affairs Office
1321 Battle Drive
Fort Lee, VA 23801-1521
PH: (804) 734-6965 FAX: (804) 734-7488

WHO: Please complete the following information regarding your organization

Sponsoring Organization _____
Type of Organization: Civic ___ Veteran ___ Non-Profit ___ Religious ___ Other ___ Explain _____
Point of Contact: _____ Telephone (W) _____ Telephone (Alt) _____
Email: _____
Mailing Address: _____ City _____ State _____ Zip _____

WHAT/WHY: Please supply the following information regarding your event.

Event Title: _____
Event Purpose: _____
Support Requested: _____
_____ Expected attendance: _____
In case of inclement weather, where will the event will be held (include address) _____
_____ Is event free of charge and open to the general public? Yes ___ No ___ If no, please explain _____
_____ Will there be an admission charge? ___ If Yes, Amount \$ _____ Will there be parking fees? If Yes, Amount \$ _____

WHEN: Please list primary and alternate dates of activity. Also complete in reference to inclement weather.

Primary Date: _____ Start Time _____ End Time _____
Alternate Date: _____ Start Time _____ End Time _____

WHERE: Please give specific location of event; to include street locations, building number and exact address.

Will the event be held (check one)? Inside ___ Outside ___

HOW: Please indicate if our organization can supply the following.

If required, can your organization provide (yes or no) Transportation costs _____ Meals _____ Lodging _____
Parking _____ Electrical outlets _____ Please list any additional items _____

Have any other military bands been requested for this event? ___ If Yes, list name and telephone number of band

I understand that the information provided here is complete and correct to the best of my knowledge and belief. I understand that a representative of the military services will contact me to discuss arrangements and any costs involved prior to final commitment. I understand that completion of this form does not constitute approval of this request and that military commitments take priority in all cases and could preclude a previously scheduled appearance at an approved public activity.

Name (print) _____ Signature _____ Date _____
Title _____ Organization _____