

Hanscom AFB Special Event Entry Information and Instructions

THIS IS AN EXAMPLE ONLY

66 ABG EXAMPLE LIST
13 DEC 11 / 1800-2330
MINUTEMAN COMMONS, BLDG #1425

Event Title

Date of Event
Start/End Times of Event

Event Location

Sponsor(s): Mrs. Jane Smith
66 ABG/CCS
(781) 225-0001
Cell: (781) 555-5555

Sponsor Information
Guest lists are for 10 or more guests only – you will need 2 sponsors for large events.

	LAST NAME	FIRST NAME	DATE OF BIRTH
1	Anderson	Jane	DD/MM/YYYY
2	Ball	James	DD/MM/YYYY
3	Caldwell	John	DD/MM/YYYY
4	Doe	James	DD/MM/YYYY
5	Doe	Kerry	DD/MM/YYYY
6			
7			

Guest List
Must be in alphabetical order by last name and include your visitor's date of birth.