

## Instructions on how to fill out the DD Form 2536

**Block 1** Please fill in everything that you are requesting except aviation assets: (example) “Band, Guest speaker, military equipment, marching unit, Chaplain, static display, Honor Guard.” If additional information is required it can be continued on page 2 block 24.

**Block 2** Please fill in the date of the event: (example) “20150901.

**Block 3** Please fill in time of the event: (example) a. From: 1200 b. To: 1500.

**Block 4** Please fill in the title of the event: (example) Bay County Veterans Day Parade.

**Block 5** Please fill in the expected attendance / audience of the event: (example) 1,000 people expected to be in attendance.

**Block 6** Please fill in the site of the event: (example) “Nissan Stadium or Liberty Park.”

**Block 7** Please fill in the address of where the event is taking place: (example) 1234 John Smith RD Pleasant Village KY, 12345.

**Block 8** Please give a short description of the events purpose: (example) The purpose of the event is to support our troops and their families for the veteran’s parade. If additional information is required it can be continued on page 2 block 24.

**Block 9** Please inform us of any other military organizations or Armed Forces unit that have been requested to support this event.

**Block 10** if there is any entry fee admission, parking etc. of any kind this is where it will be filled out.

**Block 11** if the event is being used for any fund raising of any purpose please specify how the funds are going to be used and distributed.

**Block 12-16** Please place an X in the appropriate box.

**Block 13** Please fill out the full name of the sponsoring organization.

**Block 17** Please PRINT legible the sponsor/ representative information in blocks A-F.

**Block 18-22** Please place an X in the appropriate block.

**Block 23** Please read block 23 and sign block A: date block B: and print block C: full name and title.

**Block 24** Please print a detailed description of the event to include a full time line and a sequence of events.

## Points of Contact

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**DO NOT mail forms to Washington DC. Please return forms DD 2535 and DD 2536 to the POCs at Fort Campbell's Community Relations Office listed above.**