

EVENT INFORMATION SHEET
(Complete only those items applicable to identified event)

EVENT: _____

DIRECTORATE/SUPPORT OFFICE: _____

PROJECT COORDINATOR: _____ PHONE: _____

DATE OF EVENT: _____ TIME: _____ LOCATION: _____

GARRISON CHAPLAIN'S ROLE: _____

DEPUTY GARRISON CHAPLAIN'S ROLE: _____

GUEST SPEAKER SCHEDULED: _____

THEME: _____

AGENDA (attached): _____

SEQUENCE OF EVENTS: _____

SENIOR ATTENDEES: _____

ATTIRE/DRESS: _____

MENU: _____ PRICE: _____

COORDINATION: _____

PROPOSED REMARKS (attached): _____

OTHER: _____

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PRIVACY ACT STATEMENT

1. **AUTHORITY:** The information requested is being collect IAW the provision of 5 USC 301 and 10 USC 3547.
2. **PURPOSE:** To obtain data regarding marriage service provided by the Installation Chaplain's Office. The records involving covered individuals will be kept in the files by year of marriage.
3. **ROUTINE USES:** Any information you provide may be disclosed to members of the Department of Defense who have a need for the information in the performance of their duties. In addition, such information may be disclosed outside of the Department of Defense as specified in "Blanket Routine Uses", 48 Federal Register 25502.
4. **VOLUNTARY DISCLOSURE:** Providing the information is voluntary. There will be no adverse effect on you for not furnishing the information other than that certain information might not otherwise be available to the chaplain for his/her use in providing marriage services.

