

# REQUEST FOR FORT LEE SUPPORT

Use this form to request 392<sup>nd</sup> Army Band, speaker, military display and color/honor guard participation in community events. All requests are evaluated for compliance with DoD and U.S. Army policies and the availability of supporting units. Submit this form at least 60 days prior to the requested event date.

Completed forms may be emailed to [ArmyFortLee.PAO@mail.mil](mailto:ArmyFortLee.PAO@mail.mil) or faxed to (804) 734-7488. For questions, please call (804) 734-6797.

## WHO: Please complete the following information regarding your organization.

Sponsoring Organization: \_\_\_\_\_

Type of Organization:  Civic  Veteran  Non-Profit  Religious  Other

If other, please explain: \_\_\_\_\_

Name (for coordination): \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email (required): \_\_\_\_\_

## WHAT: Please supply the following information regarding your event.

Event Title: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Support Requested: \_\_\_\_\_

Estimated number of attendees (required): \_\_\_\_\_ Event is free and open to the public: Yes  No

If no, please explain: \_\_\_\_\_

*(If parking fees apply, organization coordinator must arrange free parking for support personnel.)*

## WHEN: Please list date and time information for the event.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## WHERE: Please give specific location of event; to include address and the location inside a facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the event be held:  inside?  outside?

Have other Armed Forces units been requested to support this event?  Yes  No

If so, please specify: \_\_\_\_\_

Upon approval, the requestor agrees to coordinate event details and rehearsals with Fort Lee personnel. The requestor understands that events outside the Fort Lee area may require funding for transportation, meals and/or lodging. The requestor recognizes that military commitments take priority in all cases and may preclude a previously confirmed appearance at an approved public activity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Emailing the form constitutes sender's signature and acknowledgement of all information above)*