Unite Event Proposal

Rank/Name: _____

Work Phone: _____

Cell Phone: _____

Alt. POC: _____

Work Phone: _____

Cell Phone: _____

Event Description / Team Building Component:
Be specific. What type of games? What kind of activities?

_____

_____

Unit/Squadron: _____

Event Name: _____

Date of Event: _____

Location: _____

Beginning & End Time of Event: _____ to _____

Estimated Attendance: _____ Actual: _____

Today's Date: _____

APF Event Costs:

*Activity/Venue fees: _____ $ _____

*Activity/Venue fees: _____ $ _____

Coolers, obstacle course, DJ, game truck, paper plates, décor etc.

Item(s): _____ Cost Est: $ _____

Item(s): _____ Cost Est: $ _____

Item(s): _____ Cost Est: $ _____

Item(s): _____ Cost Est: $ _____

APF Activity Estimate Total: $ _____

APF Activity Actual (1520): $ _____

*Please see reverse for important event information.

NAF Food Costs:

Club Catering Request:

Item(s): _____ Cost Est: $ _____

Item(s): _____ Cost Est: $ _____

Item(s): _____ Cost Est: $ _____

◉ Bowling Snack Bar ◉ Golf Snack Bar ◉ Sam's Club

◉ Commissary ◉ Club Catering ◉ Other: _____

Shopping/snack bar Cost Est. $ _____

NAF Food Estimate Total: $ _____

NAF Food Actual (1521): $ _____

Shopping date/time request: _____ / _____

Notes:_____

_____

_____

_____

_____

_____

_____

_____

C3 use only:

Funds Available APF $_____ NAF $_____

POC/Request CC Sent: _____ Rec: _____

APF Sub: _____ # _____ Approved: _____

NAF Sub: _____ # _____ Approved: _____

Pcard Spending Req: _____ Approved: _____

AAR Req: _____ Rec'd: _____ Filed: _____

Unite Event Proposal

I certify that this event includes a unit cohesion activity and is not a squadron holiday party.
Initials: _____

I will confirm anticipated attendance with FSS facilities (bowling, ODR, club catering etc.) at least 72 hours before the event or full anticipated attendance fees may be charged.
Initials: _____

I understand that any rental agreements or service contracts must be signed by a member of the squadron and that person assumes responsibility on behalf of the squadron for any late fees, cancellation fees or damage fees. If the vendor is prepaid by the Unite program and fees are incurred beyond the basic rental agreement, the member or squadron must reimburse the Unite program.
Initials: _____

As the event POC I will inform the C3 about any event changes. I will take pictures during the event, fill out the event after action report and send them to the Unite C3 within one week of the event.
Initials: _____