



FORT GORDON

Request Form

Event Detail

Requesting Organization: _____

Contact Name: _____

Phone Number: _____ **Alternate Phone Number:** _____

E-mail: _____

Detailed Narrative Description of Event (step-by-step information on the program and Fort Gordon's participation, Sequence of Events i.e. 1pm posting of colors, 115pm National Anthem, 120pm Introduction, etc.):

Organization/Event background information:

If requesting a speaker, length of speech:

Topic of Speech:

Uniform preference for military personnel:

Location description (i.e. in a dining hall, a concert hall, auditorium, outdoor picnic, etc.):

All organizations involved including expected audience type (i.e. general public, veteran's group):

If requesting the Band, which band is being requested and what kind of music is preferred?
[\(http://www.gordon.army.mil/band/\)](http://www.gordon.army.mil/band/):

Is media coverage expected (Y/N)?

For Official Use Only:

Date request received by PA: _____ By: _____

Date requester notified if approved/not approved: _____

Date of tour: _____

Web address of event, if any:

PLEASE NOTE:

All requests are processed on a first-come, first-serve basis. If you do not submit an official request form (this form and the DD-2536), your request will not be processed.

All requests must be received no later than 45 days prior to event date. Requests submitted less than 45 days prior to date requested may not be processed.

Completed forms must be submitted to the Fort Gordon Public Affairs office via fax (706) 791-2061, e-mail: alia.n.naffouj.civ@mail.mil, or mail: Public Affairs Office (PAO),IMSE-GOR-PA, Attn: Community Engagements , BLDG 33720, Darling Hall, Suite 382, 307 Chamberlain Avenue, Fort Gordon, GA 30905-5730.

If approved, requests are still subject to possible cancellations. Mission requirements, unavailability of equipment, funding or inclement weather can cause delays or cancellation of support.

For Official Use Only:

Date request received by PA: _____ By: _____

Date requester notified if approved/not approved: _____

Date of tour: _____