



UNITED STATES MARINE CORPS

Your unit name here

Address

City State Zip-Code

5060

Date

From: Commanding Officer, **Requesting Organization**  
To: Assistant Chief of Staff, G-2/3 (Attn: Band Officer)

Subj: REQUEST FOR MARINE BAND SAN DIEGO

Ref: (a) DepO P5000.10

1. Per the reference, the following request is submitted:

- a. Nature of the event for which the band is requested.
  - (1) If a retirement; rank and name of retiree.
- b. Date(s) of the event.
- c. Time(s) (including duration of the event).
- d. Location of the event.
  - (1) Indoors or outdoors.
  - (2) Marching or static.
- e. Uniform prescribed.
- f. Can the event be rescheduled if the Band is unavailable on the date requested?
- g. VIP(s)/Dignitaries expected.
- h. Point(s) of contact (Include Name, Grade, Unit, Position, and Telephone number).
- i. Special requirements:
  - (1) Rehearsal (Include date and time).
  - (2) Other
- j. Appropriation/funding data (if applicable).

**I. M. REQUESTER**