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