

BAND REQUEST FORMAT (MILITARY)

UNIT HEADING

5060
Date

From: Commanding Officer
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.
 - b. Date(s) of the event.
 - c. Time(s) (including duration of the event).
 - d. Location of the event.
 - 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(s) (Include date(s) and time(s)).
 - (2) Special musical requests (must be received no later than 10 days prior to commitment.)
 - (3) Other
 - j. Appropriation/funding data (if applicable).

SIGNATURE