

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 3D MARINE AIRCRAFT WING BAND

Ref: (a) WgO 5000.5H

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):

I.M. Motivated

