

UNIT HEADING

5060  
Date

From: Commanding Officer  
To: Band Officer

Subj: REQUEST FOR PERFORMANCE BY THE THIRD 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 of the event.
- c. Time and anticipated duration of the event.
- d. Location of the event.
- e. Uniform prescribed for the event.
- f. On what date may the event be rescheduled if the band is unavailable on the date requested?
- g. VIPs/Dignitaries expected to attend the event.
- h. Point(s) of contact (include name, grade, unit, position, telephone number, and email address).
- i. Special requests:
  - (1) Rehearsals (include dates and times).
  - (2) Special musical requests (must be received no later than 15 days prior to the event).
  - (3) Other
- j. Appropriation/funding data (if applicable).

SIGNATURE