



# EVENT PLANNING WORKSHEET

Request Type:  Recreation  Food



**COMMANDER'S CUP  
C-3 Reports**

**Points will be awarded  
once AAR, DOD ID #s  
and Photos are  
received.**

POC & C3 Discussion Date:

## Squadron/Unit Details:

Squadron/Unit:

Squadron/ Unit POC:  Phone:

Requested Event Date/Time:

Squadron or Unit Expected Number of Guests:

## Unite Event Objectives:

Event Goals? (Why does the squadron/unit want to plan a **unit cohesive event**? List any potential unit challenges):

## Event Selection:

Event Choice/Location? (Unit POC should discuss and get approval from squadron/unit leadership before final selection):

Include vendor info (phone, address, email, POC)

## Event Specifics:

How will **unit cohesion**, teambuilding and morale be achieved? How does this event meet unit objectives?

Motivational Speaker (Y/N...explain w/ cost responsibility)

Music (Y/N...explain w/ cost responsibility)

Transportation (how will the participants arrive? Units must provide transportation)

**Recreation or Food Selection** (selection and cost w/ cost responsibility) – **Separate sheet for each.**

Rec or Food cost break down here.

## Budget/Costs:

Approved Beginning Budget \$ \_\_\_\_\_ Actual Costs/Requesting \$ \_\_\_\_\_

Calculate your remaining balance here.

## Signatures:

**I certify that the proposed expenditures are in compliance with those approved in the Unite Initiative CONOPS.**

\_\_\_\_\_  
Unit POC

\_\_\_\_\_  
Community Cohesion Coordinator

\_\_\_\_\_  
Unit Commander