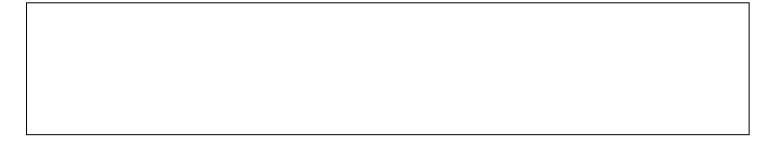
EVENT PLANNING V	VORKSHEET
Request Type: Recreation Food	COMMANDER'S CUP C-3 Reports
POC & C3 Discussion Date: Squadron/Unit Details: Squadron/Unit:	Points will be awarded once AAR, DOD ID #s and Photos are received.
Squadron/ Unit POC:	Phone:
Requested Event Date/Time: Squadron or Unit Expected Number of Guests:	

Unite Event Objectives:

Event Goals? (Why does the squadron/unit want to plan a <u>unit cohesive event</u>? 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)	

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