★★★★ U.S. Army Forces Command

The Army Ground Forces Band

IMPORTANT NOTICE

After you complete all three pages of this request form, please save and email the form to usarmy.bragg.forscom.list.band-request@mail.mil.

If you are unable to submit the form via email, please print and fax this form to 910-570-1546.

If you have NOT received confirmation of receipt of your request within three business days, please call 910-570-7223.

1. Specific Requirement: What type of musical support are you requesting from The Army Ground Forces Band?

2. Which band element are you requesting for your event? - select -

Please see "Music Ensembles" at our website www.forscom.army.mil/band for more information.

3. Date of Event: Requests submitted fewer than 30 days before the event date are subject to being declined per FORSCOM Requlation 220-4.

4. Time You Want the Band to Play: Please include the start and end times.

5. Event Title:

6. Expected Attendance:

7. Event Location: Must be accessible for people with disabilities.

8. Event Address: Street Address, City, State, ZIP

9. Event Description: Describe the program theme and objective, civic makeup of the audience and the purpose of the band's participation.

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10. Have other Armed Forces units been requested to support this event? If so, please specify.

11. Is the event being used to raise funds for any purpose? If so, please specify.

12. Is there any charge for the event? (e.g. admission, parking, etc.) If so, please specify.

13. Will admission, seating and all other accommodations and facilities connected with this event be available to all people without regard to race, creed, color, gender or national origin? - select -

14. Name of sponsoring organization:

15. Is the sponsoring organization a civic organization: - select -

16. Does the event have official backing of the local government? - select -

17. Does this sponsoring organization exclude any person from its membership or practice any form of discrimination in its function based on race, creed, color, gender or national origin? - select -

18. Who is the sponsor's representative? Please list the person's full name, complete mailing address, primary phone number, secondary phone number, facsimile and email address.

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event.

19. Does the sponsor agree to fund the standard military services allowances for meals, quarters and incidental expenses for the Armed Forces participants? - select -

20. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event? - select -

21. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants? - select -

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22. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel? - select -

23. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event? - select -

24. Do you acknowledge acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of your knowledge. Do you understand that representatives from the Military Services will contact you to discuss arrangements and costs involved prior to final commitments, or to inform you of their inability to support this event. Do you also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity. - select -

Armed Forces musical units are organized for ceremonial and traditional purposes to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or social music at public or private events in competition with customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the military service and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

This form should be submitted not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

25. Comments: Please provide any additional information concerning your event that will assist the band in deciding support of your event.

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Please see the top of the first page for submission instructions.