U.S. ARMY MATERIEL COMMAND BAND REQUEST FOR MUSICAL SUPPORT FOR MILITARY AND PUBLIC EVENTS

1) Review and understand the utilization policies outlined in AMC Utilization Memorandum 220-90-1 prior to submittal.
2) Review and understand authorized participation / prohibited participation sections IAW regulations AR 220-90, Army Bands, para 2-3 and 2-4, as well as, AR 360-1 , The Army Public Affairs Program, para 7-2 and 7-3 prior to submittal.
3) The senior ranking individual in charge of the Music Support Team is required to ensure the performance of any mission will not negatively impact the safety of the Soldiers or misrepresent the United States. In such cases, the senior ranking individual will terminate the participation in the event.
4) Point of Contact for this request form is the Chief of Operations, Public Affairs, and Training Division / AMC Band @ COM: (410) 278-8769/4380 or DSN: 298-8769/4380. EMAIL: amcband.request@us.army.mil

ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS

PURPOSE: This form is used to request the U.S. Army Materiel Command Band for participation in military functions and public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

SECTION I - EVENT DATA

	YES	NO
1. IS THIS REQUEST WITHIN THE 90 DAY WINDOW FOR COMMUNITY RELATIONS EVENTS AND/OR 45 DAY WINDOW FOR TROOP SUPPORT FUNCTIONS? **(If no, attach letter of Lateness endorsed by an O-5 or above with an explanation IAW AMC Utilization Memorandum 220-90-1, para 7,a).*		

2. SPECIFIC REQUIREMENT *(Which type of musical group?)*	3. DATE OF EVENT *(YYYYMMDD)*	4. TIME OF EVENT a. From: b. To:

5. TITLE OF EVENT	6. EXPECTED ATTENDANCE
7. SITE OF EVENT *(i.e. Park, Auditorium, etc)*	8. ADDRESS OF EVENT *(Street, City, State, Zip Code)*
9. THEME OF EVENT *(If applicable)*	10. HAVE ANY OTHER MILITARY BANDS OR UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? *(If so, specify.)*
11. IS THIS EVENT USED TO RAISE FUNDS FOR ANY PURPOSE?	12. IS THERE ANY CHARGE OR ADMISSION?

	YES	NO
13. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED TO THIS EVENT BE AVAILABLE TO ALL PERSONS?		

SECTION II – SPONSORING ORGANIZATION DATA

14. NAME OF SPONSORING ORGANIZATION

(X Appropriate box for each item)	Yes	No
15. IS THE SPONSORING ELEMENT A CIVIC ORGANIZATION?		
16. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?		

17. SPONSOR'S REPRESENTATIVE

17a. NAME	17b. PRIMARY PHONE	17c. ALTERNATE PHONE
17d. ADDRESS (Street, City, State, ZIP Code)	17e. E-Mail Address	
	17f. FAX Number	

SECTION III – SPONSORING ORGANIZATION SUPPORT DATA

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

(X Appropriate box for each item)	Yes	No
18. DOES THE SPONSOR AGREE TO FUND THE STANDARD MILITARY SERVICES ALLOWANCES FOR MEALS, QUARTERS, AND INCIDENTAL EXPENSES FOR ARMED FORCES PARTICIPANTS?		
19. DOES THE SPONSOR AGREE TO FUND TRANSPORTATION, MEALS, AND LODGING FOR THEADVANCE TEAM?		
20. DOES THE SPONSOR AGREE TO FUND TRANSPORTATION COST FROM HOME STATION TO THE EVENT AND RETURN?		
21. DOES THE SPONSOR AGREE TO FUND ALL COST FOR THE BAND BETWEEN THE EVENT AND LODGING?		

SECTION IV – CERTIFICATIOIN

22. I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I also understand that operational commitments must take priority resulting in a cancellation.

22a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	22b. DATE SIGNED	22c. PRINT NAME AND TITLE

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