

# UNITE EVENT REQUEST

DISC JOCKEYS, WATER/THEME PARKS & MOVIES ARE NOW AUTHORIZED!



## FUNDING TIMELINE:

**OCT 2:** Deadline to submit events through Dec 30.

**OCT 16:** Deadline to submit unobligated funds transfer memo.

**DEC 30:** Deadline to execute a UNITE event

## REQUESTING UNIT:

UNITE POC:

EMAIL:

## EVENT INFORMATION

DATE OF EVENT:

EVENT LOCATION:

START TIME:

END TIME:

ANTICIPATED MEMBER ATTENDANCE:

ANTICIPATED DEPENDENT/SPOUSE ATTENDANCE:

DETAILED TEAM-BUILDING EVENT DESCRIPTION:

## ACTIVITY FUNDING BREAKDOWN (\$13.50/PP):

You must break down every expense - avoid lumping activities/expenses together.

To help execute your event, provide vendor/FSS facility.

## (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$5.00/PP):

You must break down every expense - avoid lumping activities/expenses together.

To help execute your event, provide vendor/FSS facility.



UNITE PROGRAMS  
AND MORE

COMMANDER OR DESIGNEE SIGNATURE:

All activities require a Commander or approved designee's signature & approval from the Air Force Services Center which may take up to a max of 7 days. Please plan your event accordingly.

Family members are eligible to participate with Commander's approval. Contractors are highly encouraged to participate, but are not eligible to use UNITE funds.