



# FORT GORDON Event Detail Form

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**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Requesting Organization Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**On Site at (time):** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Event location phone(s):** \_\_\_\_\_

**Description of event and venue in which held (web address of event, if any):**

**Full Itinerary/Program of event must be attached or typed above for consideration**

Expected No. of persons to attend: \_\_\_\_\_

Key people / V.I.Ps attending: \_\_\_\_\_

Media organization attending: \_\_\_\_\_

Attire (formal, business, casual, uniform ACU / ASU) \_\_\_\_\_

Cost of event (if cost to public is different from cost to supporting members, please provide both):  
\_\_\_\_\_

If requesting the Band, which band is being requested and what kind of music is preferred?

(<http://www.gordon.army.mil/band/>):

All organizations involved: \_\_\_\_\_

**Please fill out the below additional information if requesting a speaker:**

Function of the Speaker (Speech, Dedication ect.): \_\_\_\_\_

Suggested Length of Speech: \_\_\_\_\_

Suggested Topic of Remarks: \_\_\_\_\_

Available Audio Visual Equipment (if any): \_\_\_\_\_

Will gifts or awards be presented to speaker:    Yes    No

Value of gift / Award (if any): \_\_\_\_\_

(Gifts or remuneration are not anticipated, however, to avoid possible ethics violations, we need to know in advance if any gifts or awards will be offered)

**Please include requesting organization's background information and mission:**

**PLEASE NOTE:**

All requests are processed on a first-come, first-serve basis. If you do not submit an official request form (this form and the DD-2536), your request will not be processed.

All requests must be received no later than 45 days prior to event date. Requests submitted less than 45 days prior to date requested may not be supported.

Completed forms must be submitted to the Fort Gordon Public Affairs office via e-mail: [anne.h.bowman.civ@mail.mil](mailto:anne.h.bowman.civ@mail.mil) ; fax (706) 791-2061, or mail: Public Affairs Office (PAO),IMSE-GOR-PA, Attn: Community Engagements , BLDG 33720, Darling Hall, Suite 382, 307 Chamberlain Avenue, Fort Gordon, GA 30905-5730.

If approved, requests are still subject to possible cancellations. Mission requirements, unavailability of equipment, funding or inclement weather can cause delays or cancellation of support.