



REQUEST FOR FORT LEE SUPPORT

All requests from the community for official military support, such as 392nd Army Band, Color Guard, military display, etc., must be submitted 60 days prior to the requested event date to allow time for a legal review. Military-to-military requests must be submitted 45 prior to an event.

Completed forms from the community may be emailed to ArmyFortLee.PAO@mail.mil or faxed to (804) 734-7488. For questions, please call (804) 734-6893.

Military-to-military for band support can be sent to: usarmy.lee.tradoc.mbx.lee-bandops@mail.mil.

Event Title: _____

Coordinating Organization: _____

Type of Organization: Civic Veteran Non-Profit Religious Other: _____

Name of requestor: _____ **Telephone:** _____ **Mobile:** _____

Email (required): _____

Date of Event: _____ **Time of event: Start:** _____ **End:** _____

Event Purpose: _____

Event Address & Location inside facility: _____

_____ This is an indoor outdoor event

Support Requested (required): _____

Expected # of attendees (required): _____ **Event is free and open to the public:** Yes No

Sponsorship or fundraising part of this event in any way: Yes No **Requested Uniform:** Dress Camouflage

(If parking fees apply, organization coordinator must arrange free parking for support personnel.

If meals or other provisions provided, please note.)

List other Armed Forces units requested to support this event: _____

If the 392nd Army Band is being requested, the following information is required:

Role of band in event: _____

Actual performance time: Begin _____ End _____ **Audience:** Military Civilian Gov't

Requested Music: Ceremonial Marching Concert Brass Quintet

Jazz Combo Rock Vocalist Bugler

Specific Music Requests: _____

NOTE: REQUESTOR IS RESPONSIBLE FOR PROVIDING CHAIRS

Upon approval, the requestor agrees to coordinate event details and rehearsals with Fort Lee personnel.

The requestor understands that events outside the Fort Lee area may require funding for transportation, meals and/or lodging. The requestor recognizes that military commitments take priority in all cases and may preclude a previously confirmed appearance at an approved public activity.

Signature: _____ **Date:** _____

(Emailing the form constitutes sender's signature and acknowledgement support guidelines)