



REQUEST FOR FORT LEE SUPPORT



All requests from the community for official military support, such as a customized Fort Lee Tour, Color Guard, military vehicle display, Speaker, Firing Detail, Chaplain, Culinary, Robotics, K9, 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 days 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.

Event Title: _____

Coordinating Organization: _____

Type of Organization: Civic 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 an indoor outdoor event.

Support Requested (required):

Expect # 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 in your email.)*

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

If you would like to request the TRADOC military band, the form can be obtained from:
<https://www.tradoc.army.mil/Organizations/TRADOC-Staff/TRADOC-Band/>

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 of all information above)