

<b>REQUEST FOR III MEF BAND PARTICIPATION IN MILITARY EVENTS</b>				<b>DATE OF REQUEST:</b>		
To: Band Officer, III Marine Expeditionary Force (III MEF) Band						
Ref: ForO 1710.13						
<b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>						
<b>PURPOSE:</b> This form is used to request the III MEF Band participation in military events. The information is required to evaluate the event for appropriateness and compliance with Marine Corps policies and for coordination with the units involved. Please complete all sections.						
<b>SECTION I – EVENT DATA</b>						
1. <b>SPECIFIC REQUIREMENT</b> ( <i>i.e., Ceremonial Band, Brass Quintet, Combo, Big Band, Show Band, Party Band</i> ):		2. <b>DATE OF EVENT:</b> (YYYYMMDD)	3. <b>TIME OF EVENT:</b>			
4. <b>EVENT:</b>		5. <b>EXPECTED ATTENDANCE:</b>				
6. <b>LOCATION:</b>			7. <b>UNIFORM:</b>			
8. <b>EVENT DESCRIPTION:</b>			9. <b>CAN THE EVENT BE RESCHEDULED DUE TO BAND NON-AVAILABILITY?</b>			
10. <b>VIP(S) EXPECTED:</b>						
<b>SECTION II – SPECIAL REQUIREMENTS</b>						
11. <b>REHEARSAL WITH BAND REPRESENTATION:</b>						
12. <b>SPECIAL MUSIC REQUESTED:</b> (Use Block 20 Remarks Section if Necessary)						
<b>SECTION III – SPONSORING ORGANIZATION DATA</b>						
13. <b>NAME OF SPONSORING ORGANIZATION:</b>		b. <b>COMPLETE MAILING ADDRESS:</b>				
a. <b>POINT OF CONTACT NAME:</b>						
c. <b>E-MAIL ADDRESS:</b>	d. <b>TELEPHONE NUMBER:</b>	e. <b>FAX NUMBER:</b>	f. <b>ALT TELEPHONE NUMBER:</b>			
<b>SECTION IV – SPONSORING ORGANIZATION SUPPORT DATA</b>						
Military organizations off-island must provide appropriation data for temporary assigned duty (TAD) funding. They must also provide necessary ground transportation, adequate billeting and messing for all band members and their equipment. A sponsor must be provided to meet the band upon arrival to the TAD site.						
<i>(Check the appropriate box for each item)</i>				<b>YES</b>	<b>NO</b>	<b>N/A</b>
14. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for all band participants? (Mark "N/A" for on-island events)						
15. Does the sponsor agree to provide appropriate transportation for the band members and their equipment for the duration of TAD? Mark 'N/A' for on-island events.						
16. Is there a fee charged for attendance to this event? If yes, please explain in block 20 Remarks section.						
17. Is this a fundraising event? If yes, please explain in block 20 Remarks Section.						
18. <b>Appropriation / Funding data:</b>						
<b>SECTION V – CERTIFICATION</b>						
19. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the III MEF Band will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event.						
a. <b>SIGNATURE OF SPONSOR'S REPRESENTATIVE</b>		b. <b>DATE SIGNED</b>	c. <b>PRINT NAME AND TITLE</b>			

## INSTRUCTIONS

1. This form is used to request the III MEF Band for support of military events. The requested information is required to evaluate the event. Please complete all sections.

2. This form should be submitted to the Band Officer, III MEF Band (*see address in column to the right*) not less than 30 or more than 90 days in advance of a scheduled program. Please realize that the III MEF Band has specific military missions and training requirements. Participation in military programs will be authorized when such support does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

3. In accordance with reference (a) III MEF policies require that III MEF Band participation in off island events will be provided at no additional cost to the Band. The sponsoring unit is required to provide appropriation data for temporary assigned duty (TAD) funding. They must also provide necessary ground transportation, adequate billeting and messing for all band members and their equipment. A sponsor to meet the band upon arrival to the TAD site must also be provided. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances cause the event to be cancelled.

4. Additional forms may be obtained from the III MEF Band or on the Internet at <http://www.marines.mil/unit/iiimef/pages/band.aspx>

### MAIL OR FAX COMPLETED REQUEST FORM TO:

Band Officer  
III Marine  
Expeditionary Force  
Band  
Unit 35642  
FPO AP 96606

Telephone Number:  
645-3919  
FAX Number:  
645-7786

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**20. REMARKS (Use this area to continue any items if necessary. Reference by section and item number.)**