



PRIVACYACT STATEMENT AUTHORITY: E.O. 9397.
PURPOSE: To collect information needed to establish lodging accommodation reservation(s) for distinguished visitors, families, and/or guest(s).
ROUTINE USES: None.
DISCLOSURE: Voluntary. NOTE: If information is not provided, a lodging reservation may not be guaranteed. **PRIVACY ACT STATEMENT:** Data contained in this communication is for use by authorized personnel and will not be disclosed to any person not otherwise authorized to receive this information IAW AFI 37-129, AFI 37-132, and DoD 5400.11R. This communication is designated For Official Use Only (FOUO).



COLUMBUS EVENT/CEREMONY REQUEST FORM

Please complete one form per event.

Wing meetings are held weekly. Forms must be submitted by Thursday COB to be presented the following week for approval.
 If this request comes from your squadron or group, please route to CCP through your Front Office.

EVENT INFORMATION			
IS THIS A CEREMONY REQUEST?		IF YES WHAT TYPE?	
NAME OF EVENT:			
VENUE LOCATION:			
NUMBER OF ATTENDEES:			
UNITS, ORGANIZATIONS, OR COMMUNITY PARTNERS:			
CLASSIFICATION LEVEL:		STATIC DISPLAY REQUEST?	
Primary Date:	to	START TIME	END TIME
Alternate Date:	to	-	-
		HAVE YOU WORKED WITH SAF PA?	
PURPOSE OF REQUEST:			
RANK/NAME/POSITION OF HIGHEST DV: (PLEASE PROVIDE BIOGRAPHY)			
REQUESTOR'S INFORMATION			
TITLE:		<u>ADDITIONAL REMARKS // SPECIAL REQUESTS</u>	
RANK:			
FULL NAME:			
DUTY PHONE:			
EMAIL:			
LEADERSHIP INVOLVMENT		PURPOSE OF LEADERSHIP REQUEST	
Wing Commander	GROUP/SQ CC?		
Vice Commander	-		
Command Chief	OTHER		
	-		