

REQUEST FOR MARFORPAC BAND PARTICIPATION IN MILITARY EVENTS		DATE OF REQUEST:	
To: Band Officer, Marine Forces, Pacific (MARFORPAC) Band			
Ref: MARFORPACO 5400.4F			
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.			
PURPOSE: This form is used to request the MARFORPAC 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.			
SECTION I – EVENT DATA			
1. SPECIFIC ENSEMBLE REQUIREMENT (i.e., Ceremonial Band, Brass Quintet, Combo, Big Band, Show Band, Party Band):		2. DATE OF EVENT: (YYYYMMDD)	3. TIME OF EVENT:
4. NAME OF EVENT:		5. EXPECTED ATTENDANCE:	
6. LOCATION OF EVENT:		7. UNIFORM:	
8. EVENT DESCRIPTION:		9. CAN THE EVENT BE RESCHEDULED DUE TO BAND NON-AVAILABILITY?	
10. VIP(S) EXPECTED:			
SECTION II – SPECIAL REQUIREMENTS			
11. REHEARSAL WITH BAND REPRESENTATION: YES <input type="checkbox"/> NO <input type="checkbox"/>		Requested Reh Date: _____ at _____	
12. SPECIAL MUSIC REQUESTED (Use Block 20 Remarks Section if Necessary):			
SECTION III – SPONSORING ORGANIZATION DATA			
13. NAME OF SPONSORING COMMAND / ORGANIZATION:		b. COMPLETE MAILING ADDRESS:	
a. POINT OF CONTACT NAME:			
c. E-MAIL ADDRESS:	d. TELEPHONE NUMBER:	e. FAX NUMBER:	f. ALT TELEPHONE NUMBER:
SECTION IV – SPONSORING ORGANIZATION SUPPORT DATA			
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.			
(Check the appropriate box for each item)			
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)			YES <input type="checkbox"/>
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.			NO <input type="checkbox"/>
16. Is there a fee charged for attendance to this event? If yes, please explain in block 20 Remarks section.			N/A <input type="checkbox"/>
17. Is this a fundraising event? If yes, please explain in block 20 Remarks Section.			<input type="checkbox"/>
18. Appropriation / Funding data:			
SECTION V – CERTIFICATION			
19. I am acting on behalf of the sponsoring command / organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from MARFORPAC 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. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED	c. PRINT NAME AND TITLE	

INSTRUCTIONS

1. This form is used to request the MARFORPAC 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, MARFORPAC 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 MARFORPAC Band has specific military missions and training requirements. Participation in military programs will be authorized when such support does not interfere with these requirements. In all cases, operational commitments may take priority and can result in previously scheduled appearances to be cancelled.

3. In accordance with reference (a) MARFORPAC policies require that MARFORPAC 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 MARFORPAC Band or on the Internet at <http://www.marforpac.marines.mil/Band.aspx>

MAIL OR FAX COMPLETED REQUEST FORM TO:

Band Master
Marine Forces, Pacific Band
Box 63087
MCBH, Kaneohe Bay HI
96863-63087

Telephone Number:
257-7440
FAX Number:
257-6840

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.)