



# Event Proposal

## Squadron Information:

Squadron:

PAS Code:

Event POC:

Email:

Planned Number of  
Participants:

Normal Duty Shift  
of Participants:

Unit Subset:

## Event Information:

Type of Event:

Activity  
Description:

Activity  
Cost:

Food  
Description:

Food  
Cost:

Activity Location:

Date:

Start Time:

Duration:

Participation Reason(s)

Develop a new skill or competency  
Improve physical fitness  
Increase morale, camaraderie, or esprit de corps  
Promote interaction between unit members  
Provide opportunity for fun or relaxation  
Reinforce peer, unit/squadron, or AF corps values  
Work on a team-building exercise

**Commander/Designee Signature**

Please fill out this form to the best of your ability. Any of these event proposals may be seen by Air Force Level leadership.

Remember you will need either the DoD ID #'s of all attendees or a head count to complete the After Action Report after your event.

## Revitalizing Squadrons

“...the beating heart of the Air Force”

The UNITE Program provides Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, and APF/NAF Civilians.

*Family members are welcome to participate, but must pay the full cost of any associated fees.*

*All activities require a Commander's signature and approval from the Air Force Services Center which may take up to 30 days.  
Please plan your event accordingly.*