



DFMWR

Private Organization Event Hosting Process



STEP ONE : Requesting Approval to Host An Event

When a private organization (PO) would like to host an event on the installation the PO is first required to submit a letter requesting to host their event to the Garrison Commander.

The request should outline the following:

- (1) "Who" is hosting the event**
- (2) "When" is the date of the event**
- (3) "Where" they are requesting to host the event (location/building)**
- (4) "What" the event encompasses or what the purpose of the event is (i.e. is the event a Fund Raiser?) and**
- (5) Are there any associated fees and/or support requested from the installation.**

****NOTE*** Point of contact information should also be included on the request letter for questions and replies. This information makes it easier to contact the right personnel in a timely manner in the event that there is a question or concern regarding the proposed request.*



STEP TWO : Submitting Your Request

The next step is to submit your request letter formally and to make sure that it gets in the right hands for administrative processing.

Requests can be submitted as follows:

- (1) By e-mail to the DFMWR Private Organization Coordinator sharon.d.gore2.naf@mail.mil
- (2) By fax at 910-396-3724 ATTN: Ms. Sharon Gore, DFMWR PO Coordinator
- (3) By standard mail at the following address:

UNITED STATES ARMY GARRISON FORT BRAGG
DIRECTORATE OF FAMILY and MORALE, WELFARE and RECREATION
ATTN: IMSE-BRG-MW / Ms. Sharon Gore
2175 REILLY ROAD, STOP A,
FORT BRAGG, NORTH CAROLINA 28310-5000



STEP THREE : Administrative Process & Notification of Decision

Once the PO has submitted the formal request to the Private Organization Coordinator, the DFMWR PO Coordinator will begin the administrative processes.

The Process Consists of the Following:

- (1) Administrative Legal Review
- (2) Submission of complete packet by the Directorate of Family & MWR to the Office of the Garrison Commander for his review and decision.
- (3) DFMWR will receive the Garrison Commander's decision and prepare a decision notice for the requestor in writing (either by official e-mail or standard mail)

