

# Non-Federal Entity Event Request Form

If you are an approved Non-Federal Entity on Fort Liberty and you wish to conduct a Special Event on the Installation you must provide the following information for review and approval PRIOR to conducting the event. All information and special requests must be on this form and no changes will be made after turned in. You will be notified of decision in writing.

<b>Date of Request:</b>		<b>MWR Rep Reviewer Name/Initials/Date</b>
<b>Event Name:</b>		

## Event Concept -What is the Event Purpose?


## Event Information (5W's)

Who is your Organization?	
What type of Event is this? (Any Fees/donations associated or fundraiser)	<i>(Are your fees more than what organization paid to MWR facility?)</i>
What is the Number of Expectant Attendants:	<i>Depending on the answer provided, additional documentation or information may be requested. (i.e.: DES, Military Police, Environmental Health, DPTMS, etc)</i>
Where will the event take place? (Facility/park/ building)	
When will the event take place? (date/time) Has a reservation been made/paid for?	
Why should the event be conducted on the installation?	

## Impact on Soldiers and Families

What does this event do/provide for our Soldiers and their Families?


## Event POC Information

Name	
Title	
Phone Number	
Email	
Signature	