

# VANDENBERG EVENT FORM

\*\*\* See reverse side to initial by the instructions \*\*\*

<b>1. Event Time(s) and Date(s):</b>	<b>Name of Event:</b>	
	<b>Email of Main POC:</b>	<b>Phone (DSN/Comm) of Main POC:</b>
	<b>Name(s) of all POCs for Event/Role in Event:</b>	

EVENT DETAILS <i>Be descriptive– vague forms will be returned for clarification. If necessary, attach more information</i>	Yes	No	Check Yes or No
<b>WHAT/HOW DETAILS (e.g., There will be a run with free food and drinks for volunteers):</b>  <b>WHERE (e.g., in front of the BX):</b>  <b>ADVERTISING METHOD *Include in package (e.g., flyer):</b>			1. Are POCs DoD employees? (see reverse #3)
			2. Are there any liability concerns? (see reverse #4)
			3. Will there be cook(ed)(ing) food at the event? (see reverse #5)
			4. Will there be advertising on-base or to DoD employees? (see reverse #6)
			5. Will there be alcohol at the event? (see reverse #7)
			6. Are you a Private Organization? If Yes, see reverse #8-15

I request authorization to hold the event described above. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members requesting this event, rather than the Air Force, would be liable. I understand all instructions and will follow all applicable guidelines.

<b>Name, Grade, and Duty Title of POC:</b>	<b>Signature of POC:</b>	<b>Date:</b>
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## 2. COORDINATION *(Print Name, Sign, Date and Check the Box if including attachments)*

Public Health	Proposed Base Facility: _____	Visitors Center	Safety/Risk Management
30 SFS/S5PS	30 CES	Other _____	Other _____

**3. 30 SW/JA RECOMMENDATION:**       APPROVAL       DENIAL

**REMARKS:**

<b>Name, Grade, and Duty Title:</b>	<b>Signature:</b>	<b>Date:</b>
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**4. 30 FSS:**  
Your request to conduct an event at the time(s) and date(s) indicated is:     APPROVED     DENIED

**REMARKS:**

<b>Name, Grade, and Duty Title:</b>	<b>Signature:</b>	<b>Date:</b>
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## 1. Continued INSTRUCTIONS

Read each item below and acknowledge understanding by initialing to the left.

- \_\_\_\_\_ 1. Generally, events are governed by DoD 5500.07-R, AFI 48-116, AFI 34-219 which should be reviewed.
- \_\_\_\_\_ 2. Appropriate coordination from the agencies listed below is highly encouraged BEFORE conducting an event:
- |   |                               |
|---|-------------------------------|
| A. 30 FSS/FSR (DSN 606-4994)  | F. CES (DSN 276-6855/6)       |
| B. Base facility proposed for fundraiser (AAFES 805-734-5521, ext. 111 or 201)            | G. Safety (DSN 605-7233 SAFE) |
| C. Public Health (DSN 606-0648) – only if the event involves handling/preparation of food | H. 30 SW/JA (DSN 605-6200)    |
| D. Risk Management (DSN 606-5142)   | I. 30 MSG/CD DSN 276-4602     |
| E. SFS/S5PS (DSN 276-6873)  |                               |
- \_\_\_\_\_ 3. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoD civilian employees. A DoD employee shall not knowingly solicit or make solicited sales to DoD personnel who are junior in rank, grade or position, or to the family members of such personnel, on or off duty. DoD 5500.07-R, Section 5-409.
- \_\_\_\_\_ 4. Safety may still require liability insurance for specific events that involve a greater risk of injury or damage.
- \_\_\_\_\_ 5. Any food service operations on Air Force installations must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Public Health Office.
- \_\_\_\_\_ 6. AFMAN 33-152 paragraph section 3 and the JER 2-301 (4)(b) limits the use of government as logistical support to non-Federal entity events. Contact the building facility manager before posting advertising materials. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used. Names without rank, cell phone numbers and personal emails are encouraged.
- \_\_\_\_\_ 7. All personnel that procure, sell, serve or consume alcoholic beverages on Air Force Installations or aircraft abide by AFI 34-219
- \_\_\_\_\_ 8. *POs and unofficial activities/organizations may NOT sell or serve alcoholic beverages. AFI 34-223, paragraph 10.14.*
- \_\_\_\_\_ 9. *POs may NOT use DoD communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. POs must furnish their own equipment, supplies, and other materials. LIMITED SYSTEMS: AFI 34-223 para 11.1.3*
- \_\_\_\_\_ 10. *Members may NOT actively participate in fundraising while on duty or in uniform. DoD 5500.07-R, Section 5-409.*
- \_\_\_\_\_ 11. *Private organizations are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns. AFI 34-223, paragraph 10.13.*
- \_\_\_\_\_ 12. *A copy of any proposed advertisement must be included with this request. POs must prominently display the following disclaimer on all advertising, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." AFI 34-223, paragraph 10.1.2.3.*
- \_\_\_\_\_ 13. *Private organizations may NOT conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223, paragraph 10.20. Raffles must comply with all state and local laws (California Department Justice Regulation, Title 11 Division 1, Chap 4.6.). POs may conduct these types of raffles if: (1) the raffle will raise under \$5,000; AND (2) the PO is a certified nonprofit organization under IRC 501(c)(3) OR is a non-profit organization whose major activities are conducted for "charitable or community betterment purposes." Raffles must be held away from the workplace.*
- \_\_\_\_\_ 14. *POs and unofficial activities/organizations may accept gifts and donations, but solicitation of gifts or donations is prohibited on base. AFI 34-223, paragraph 10.15.1. Off-base solicitations must clearly indicate they are for a PO and not for the base or any official part of the Air Force (see #4). No fundraising events whatsoever may take place in Federal workplaces other than common areas. Workplace (desk-to-desk) collections are not allowed in such circumstances AFI 36-3101 paragraph 5.3.4.6.*
- \_\_\_\_\_ 15. *THE COMMANDER MAY WITHDRAW AUTHORIZATION OF ESTABLISHMENT OR OPERATION OF A PO EVENT IF IT IS PREJUDICE OR DISCREDITS THE U.S GOV, CONFLICTS WITH GOV ACTIVITIES, OR FOR ANY OTHER REASON OR JUST CAUSE. (AFI 34-223 para 6.1)*

***This checklist must be kept on hand during the entire event.***