



EVENT PLANNING WORKSHEET

Request Type: Recreation Food



**COMMANDER'S CUP
C-3 Reports**

**Points will be awarded
once AAR, DOD ID #s
and Photos are
received.**

POC & C3 Discussion Date:

Squadron/Unit Details:

Squadron/Unit:

Squadron/ Unit POC: Phone:

Requested Event Date/Time:

Squadron or Unit Expected Number of Guests:

Unite Event Objectives:

Event Goals? (Why does the squadron/unit want to plan a **unit cohesive event**? List any potential unit challenges):

Event Selection:

Event Choice/Location? (Unit POC should discuss and get approval from squadron/unit leadership before final selection):

Event Specifics:

How will **unit cohesion**, teambuilding and morale be achieved? How does this event meet unit objectives?

Motivational Speaker (Y/N...explain w/ cost responsibility)

Music (Y/N...explain w/ cost responsibility)

Transportation (how will the participants arrive? Units must provide transportation)

Recreation or Food Selection (selection and cost w/ cost responsibility) – **Separate sheet for each.**

Budget/Costs:

Approved Beginning Budget \$ _____ Actual Costs/Requesting \$ _____

Signatures:

I certify that the proposed expenditures are in compliance with those approved in the Unite Initiative CONOPS.

Unit POC

Community Cohesion Coordinator

Unit Commander