



# EVENT PLANNING WORKSHEET

CPPO DSN: 480-2681 OR 480-7163

## Squadron/Unit Details:

Squadron/Unit/POC:

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 provide facility's full name, including GPS address for off base facilities):

### Event Specifics:

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

Food Budget (selection and cost w/ cost responsibility)

### Budget/Costs:

Activity budget and actual costs

### Signatures:

Squadron Commander

Date

CPPO STAFF USE ONLY

APF Event ID and Approval #

NAF Event ID and Approval #