

Directorate of Family and Morale, Welfare, and Recreation, (845) 938-8455

**POST EVENT REQUEST FORM**

**(Do not alter form)**

Club/Organization Name: \_\_\_\_\_

POC: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Times: \_\_\_\_\_

Event details (use additional paper if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Requested Location(s): \_\_\_\_\_

Type of Support being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It is recommended requests be submitted 30 days prior to the event. All events must receive authorization from the Office of the Director of Family and Morale, Welfare, and Recreation before conducting the event. It is recommended all private organizations (POs) have the location to their event confirmed prior to submitting their form. Additionally, if two or more POs are co-hosting an event, it is only necessary to submit one form for the event. A letter of authorization will be released and should be in your possession during your activities. Please submit request to Ms. Tara D'Amico, Directorate of Family and Morale, Welfare, and Recreation, 681 Hardee Place 2<sup>nd</sup> Floor, West Point, New York, 10996 or call 845-938-8455 for more information.**

**Limited support may be granted, if you are requesting support you may be required to reimburse the Government for cost incurred. A request for support is not a guarantee of support. POs are not entitled to Army services. This includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services.**