



COVE
Community Outreach Volunteer Experience

PAO APPROVER _____
DATE RECEIVED _____
DATE APPROVED _____

Request for JB MDL Representation at a Public Event

Event Title: _____ Date: _____ Time: _____ to _____

Location: _____ Address: _____

Request: *(Specify speaker, representative, etc. Be sure to include numbers if necessary)*

Description of Event: *(Describe nature of event: hosts, DVs, special guests, etc.)*
Attach sequence of event- Final SOE must be submitted a week prior to the event.

Expected Attendance: *(Approximate number of attendees)*

Have other Armed Forces units been requested to support this event? If so, specify.

Is this event being use to raise funds for any purpose? If so, specify.

Is there any cost associated with this event? *(ie. admission, parking, etc.)* If so, specify.

Will costs associated with this event be paid for by the sponsor? *(ie. transportation, meals, accommodations, etc.)* If so, please specify.

Sponsor's Information

Requestor _____ Primary Phone # _____ Secondary Phone # _____

E-mail Address _____ Fax # _____

Sponsoring Organization _____ Phone # _____ Address _____

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that a representative from Joint Base McGuire-Dix-Lakehurst will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and preclude a scheduled appearance at an approved public activity.

Signature

Date

All requests must be submitted at least 30 days prior to the event. Please attach all supporting documents to the completed form and submit to 87.ABW.PA@us.af.mil, or fax to (609) 754-6999, or drop off at 2901 Falcon Lane, Ste. 235. Upon review of request, PA will contact requestor to coordinate support. Call (609) 754-2104 for questions.