



81st READINESS DIVISION MUSICAL AND CEREMONIAL REQUEST



PURPOSE: This form is used to request all MUSICAL PERFORMANCE TEAM participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.		
NAME OF ORGANIZATION:		DATE OF EVENT (YYYYMMDD)
		TIME OF EVENT START: END:
EXPECTED ATTENDANCE:	ADDRESS OF EVENT (STREET, CITY, STATE, ZIP CODE):	
DESIRED SUPPORT		
MUSICAL SUPPORT TEAM		
Concert Band Marching Band Small Ceremonial Band Brass Quintet Big Band Jazz Combo Rock Band Keyboard Player Bugler		
ATTIRE/UNIFORM		
<u>Class A/ Mess</u> This is a formal event, or black tie affair. Soldiers will wear Army Service Uniform with all components. Bow tie may be substituted for long black tie.	<u>Class B</u> This event is will be 'business casual' or out doors in a hot climate. No coat is worn; the neck tie is optional if the short-sleeve shirt is worn.	<u>Class C</u> Host requests soldiers wear the Army Combat Uniform. It consists of a jacket, trousers, brown T-shirt, brown combat boots and patrol cap. Black beret (or other authorized headgear) may replace the patrol cap.
DESCRIPTION OF EVENT:		
IF REQUESTING GROUP IS NON-MILITARY, PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR ORGANIZATION BELOW:		
IS THIS EVENT BEING USED TO RAISE FUNDS? NO YES (Explain Below):	IS THERE A CHARGE TO OBSERVE THIS EVENT? NO YES (Explain Below)	WILL THIS EVENT BE NATIONALLY TELEVISED? NO YES (Explain Below)
WILL YOU BE PROVIDING FUNDING FOR:	TRANSPORTATION YES MEALS YES LODGING (IF NECESARRY) YES	NO NO NO
POINT OF CONTACT INFORMATION		
NAME	DAY TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL ADDRESS	FAX MACHINE NUMBER	INCLEMENT WEATHER DEADLINE
THIS FORM SHOULD BE SUBMITTED TO THE 81st READINESS DIVISION DIRECTOR OF PLANS AND TRAINING OFFICE NOT LESS THAN 60 DAYS IN ADVANCE OF THE SCHEDULED EVENT. FORWARD THIS REQUEST BY EMAIL TO:		
EMAIL: usarmy.jackson.81-rd.mbx.208th-operations-shop@army.mil (910) 598-0825 81 Wildcat Way FORT JACKSON SC 29207-6807		
Please save this form and email it as an attachment. Musical and Ceremonial units are organized for traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. NOTE: all vocal accompaniments must be pre-approved by band commander. NO EXCEPTIONS! Musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events if those events charge an admission.		