

## NSCS Grayfox Special Event Request Form

Special event request forms need to be submitted to the NSCS Grayfox TWR 825 Public Affairs Office at least **30 days prior** to proposed date. Please submit only one request at a time. Please allow one-two weeks for processing.

*Please print clearly.*

1. Description of Event: \_\_\_\_\_

2. Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

3. Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

4. Duration of Event (days): \_\_\_\_\_

5. Requested location(s) for event:

\_\_\_\_\_

6. Requestor Name: \_\_\_\_\_ *(Requestor will serve as POC throughout duration of visit and must be present during visit.)*

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

7. Sponsor Information (If different from Requestor)

Name & Rank: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

8. Facilities to be used:

**\*\*If Galley support is requested, please list approximate dates and times.\*\***

9. Total number of guests: \_\_\_\_\_

*(Note: Minors require 1 adult chaperones for every 10 minors. This requirement is gender-specific when requesting lodging on an NBC facility)*

- Approximate number of **MALE CHAPERONES**: \_\_\_\_\_
- Approximate number of **MALE MINORS**: \_\_\_\_\_

- Approximate number of **FEMALE CHAPERONES**: \_\_\_\_\_
- Approximate number of **FEMALE MINORS**: \_\_\_\_\_

*\*\* Please submit list of names with request form, names can be changed at a later date. \*\**

14. List Transportation Information \_\_\_\_\_

15. Please enter, or attach, the proposed itinerary for the event:

**(Read and initial) I have read and fully understand that my visit to NSCS Grayfox TWR 825 will be canceled with short notice due to necessity.**

**INITIAL:** \_\_\_\_\_

**I understand that if I do not provide a guest list with Hold Harmless Agreement with this form that my request will *NOT* be processed.**

**INITIAL:** \_\_\_\_\_

**I understand that if I DO NOT submit this form at LEAST 30 DAYS PRIOR to the scheduled event my request WILL NOT BE PROCESSED.**

**INITIAL:** \_\_\_\_\_

The NSCS Grayfox Special Event Request Form can be sent to the NSCS Grayfox Public Affairs Office by:

Email: [nscsgrayfox@gmail.com](mailto:nscsgrayfox@gmail.com)

**(FOR YOUTH GROUPS, JROTC GROUPS ONLY)**

Please note that all themed tours have to be coordinated through:

Grayfox Support Coordinator

Email: [nscsgrayfox@gmail.com](mailto:nscsgrayfox@gmail.com)