

**Washington National Guard
Request for Participation in Community or Public Events**

Note: This form is used to request all Armed Forces assets – musical units, troops, Color/Honor Guard, equipment or exhibits within the Washington National Guard. The information required on this form is used to evaluate the event for appropriateness and compliance with Department of Defense policy and for the coordination of units that may be involved in the event requested.

Please be as specific and detailed as possible.

Due to volume of requests and processing time, please submit request form no less than 90 days from date of event.

SECTION 1: EVENT DATA

Title of Event:	Date of Event, including start and finish time:	
Site of Event (i.e., park, auditorium, etc.):	Address of Event (Street, City, State, Zip):	
Program (Describe theme and goal, audience size, civic makeup, purpose of National Guard Participation):		
Will admission, seating, and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex or national origin?	YES	NO
Does the organization exclude any person from its membership or practice any form of discrimination?		
Is the organization a civic organization?		

SECTION 2: ORGANIZATION DATA

Event Point of Contact (name, phone, email):	Name of Sponsoring Organization:
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SECTION 3: REQUESTED ASSETS

What type of Washington National Guard military assets would you like at this event? How would you like them to be used?

Please email completed form to Joseph Siemandel, via email at joseph.f.siemandel.mil@mail.mil

For questions regarding this form, please contact the Washington National Guard Public Affairs Office at (253) 512-8989.