Event Planning Worksheet

Revitalizing Squadrons

"...the beating heart of the Air Force"

The UNITE Program provides Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, and APF/NAF Civilians.

Family members are welcome to participate, but they must pay any associated fees.

Squadron Information

Unit:

Unit POC:

Planned Number of Participants:

Normal Duty Shift of Participants: Days

Unit Subset: Flight

Event Information

Type of Event: Ready to Execute

Description:

Financial Breakdown:

Location:

Proposed Date & Time:

Activity Expenses:

Food Expenses: Food Vendor:

Participation Reason(s)

- ☐ Develop a new skill or competency
- ☐ Improve physical fitness
- ☐ Increase morale, camaraderie, or esprit de corps
- ☐ Promote interaction between unit members
- ☐ Provide opportunity for fun or relaxation
- ☐ Reinforce peer, unit/squadron, or AF corps values
- ☐ Work on a team-building exercise

Signature

Unit Developed activities require a Commander's signature and require approval from the Air Force Services Activity which may take up to 30 days.