



EVENT PLANNING WORKSHEET

POC & C3 Discussion Date:

Squadron/Unit Details:

Squadron/Unit:

Squadron/ Unit POC & contact phone number:

Requested Event Date/Time:

Squadron or Unit Expected Number of Guests:

Unite Event Objectives:

Event Goals? (Why does the squadron/unit want to plan a unit cohesive event? List any potential unit goals and challenges):

Event Selection:

Event Choice/Location? (Unit POC should discuss and get approval from squadron/unit leadership before final selection):

Event Objectives examples

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