



UNITE PROGRAM

UNITE POC Checklist

Squadron/Unit:

Date & Time:

Location:

ACTION	COMPLETED (Date)	COMMENTS
Event Proposal Form <ul style="list-style-type: none"> •Signed by CC •Invoices/Quote Received •Signup Sheet Complete •SOEs documented 		*Proposal needs to have a detailed sequence of events (where, when, why). *Coordinate with/reserve venue prior to submitting proposal. Get POC info. *Event/Food needs to be tax exempt. Provide tax exempt form to venues as required.
Submit to UNITE <ul style="list-style-type: none"> •Signed Proposal Form •Sign-up sheet •Invoices/Quotes 		*Once AFSVC approves personnel cannot be added to event without resubmitting.
Confirm Catering Venue <ul style="list-style-type: none"> •Venue •BAL Required? 		*If event is at an FSS facility coordinate food support through the Events Center (840-2020)
AFSVC Approval <ul style="list-style-type: none"> •Coordinate Payment w/UNITE POC 		APF Funds Auth: NAF Funds Auth:
AAR/Event Photos to UNITE POC		*within 7 days after event
Additional Info/Comments		