

## UNITE POC Checklist

Squadron/Unit:		
Date and Time:		
Location:		
ACTION	COMPLETED (date)	COMMENTS
<ul style="list-style-type: none"> <li>➤ <b>Event Proposal Form</b> <ul style="list-style-type: none"> <li>○ Signed by CC</li> <li>○ Invoices/Quote Received</li> <li>○ SOEs documented</li> </ul> </li> </ul>		<p>*Proposal needs to have a detailed sequence of events (where, when, why).</p> <p>*Coordinate with/reserve venue prior to submitting proposal. Get POC contact info.</p> <p>*Event &amp; Food purchases both <b><u>needs to be tax exempt</u></b>. Please verify government tax exemption with venues.</p>
<ul style="list-style-type: none"> <li>➤ <b>Submit to Unite Coordinator</b> <ul style="list-style-type: none"> <li>○ Signed Proposal Form</li> <li>○ Invoices/Quotes</li> </ul> </li> </ul>		<p>*Please provide an accurate number of attendees. Proposal will have to be resubmitted for approval if additional funding is required due to personnel being added at the last minute.</p>
<ul style="list-style-type: none"> <li>➤ <b>Confirm Catering Venue</b> <ul style="list-style-type: none"> <li>○ Venue</li> <li>○ BAL Required?</li> </ul> </li> </ul>		<p>*If event is at an FSS facility coordinate food support through the Events Center (840-2020)</p> <p>*Unite coordinator will provide food menu options/pricing for FSS facility events.</p>
<ul style="list-style-type: none"> <li>➤ <b>AFSVC Approval</b> <ul style="list-style-type: none"> <li>○ Coordinate Payment w/UNITE POC</li> </ul> </li> </ul>		<p>APF Funds Auth:</p> <p>NAF Funds Auth:</p>
<ul style="list-style-type: none"> <li>➤ <b>AAR/Event Photos to UNITE POC</b></li> </ul>		<p>*within 7 days after event</p> <p>*Please ensure to get at least 3 photos to include one</p>
<ul style="list-style-type: none"> <li>➤ <b>Additional Info/Comments</b></li> </ul>		