



DEPARTMENT OF THE AIR FORCE
2D FORCE SUPPORT SQUADRON (AFGSC)
BARKSDALE AIR FORCE BASE, LOUISIANA

MEMORANDUM TO: 2nd Force Support Squadron
NAF Finance Office
Phone 456-2451

FROM:

SUBJECT: Fundraiser Booth Request during the Open House/Air Show held on May 6-7, 2017.

Our Private Organization/Unofficial Activity, _____, would like to sell unit specific memorabilia at the Open House/Air Show May 6-7, 2017. Our POC for this event is _____. POC can be reached by phone at _____.

I understand we are not allowed to sell any items that compete with the Air Show concessionaire. Contact Lisa Jose at the NAF Accounting Office at 318-456-4236 with questions on items to be sold. I understand we **MUST HAVE** a representative at the Hoban Hall briefing on May 4th, 2017 from 1000 to 1100. Samples of all items to be sold will be brought to the briefing to be approved. I understand we must choose either a 10x10 or 15x15 booth area. We will need a _____ booth area for our set-up.

I understand we have to provide our own materials for booths, i.e., tables, chairs, canopy, etc., and that we will set the booth up in the designated area. If rental tents, tables or chairs are needed, contact Corinna Bridges at 318-584-2600.

Signature of Organization/Date

* This form must be submitted by 24 Apr 2017.

The POC for this event from the NAF Accounting Office is Lisa Jose 318-456-4236.