

# COMMEMORATIVE EVENTS REQUEST

OMB approval expires  
April 30, 2022

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.**

## INSTRUCTIONS

Event requests are made by filling out and submitting this form to the United States of America Vietnam War Commemoration Events Team, with as many details as possible, a minimum of 30 days in advance of the event start date for support if required. Submit requests using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: [WHS.VNWar50th\\_CPP\\_EVENTS@mail.mil](mailto:WHS.VNWar50th_CPP_EVENTS@mail.mil)
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration  
Attn: Events Team Chief  
241 18th Street South, Suite 101  
Arlington, VA 22202

**NOTE: INFORMATION IN THE FIELDS BELOW WITH AN \* WILL APPEAR IN THE PUBLIC WEBSITE POSTING.**

*ORGANIZATION NAME:		2. *WEBSITE:			
4. EVENT POINT OF CONTACT:					
*NAME:		b. *EMAIL:		c. *TELEPHONE NUMBER:	
*EVENT TITLE:			5. *EVENT LOCATION: a. SITE NAME (Example: The Pentagon)		
*STREET ADDRESS:		c. *CITY:	d. *STATE:	e. *ZIP CODE:	f. *COUNTRY:
*LIST COMMEMORATIVE PARTNER CO-HOSTS:					
*ANTICIPATED ATTENDANCE:		8. VIETNAM VETERANS IN ATTENDANCE:	9. *START DATE (YYYYMMDD)	10. *END DATE (YYYYMMDD):	
1. *EVENT DESCRIPTION AND HOW VIETNAM VETERANS AND THEIR FAMILIES WILL BE HONORED:					
2. SPECIAL INSTRUCTIONS:					
3. IS MEDIA COVERAGE ANTICIPATED? Example: Radio/TV/Print, Facebook					
4. COMMEMORATION OFFICE SUPPORT REQUESTED: (Select Options a, b, or c. Note: All are automatically posted to Website)					
<input type="checkbox"/> a. FULL SUPPORT (Full Support) Subject to availability		<input type="checkbox"/> b. MATERIALS		<input type="checkbox"/> c. EVENT WEBSITE POSTING ONLY	
<input type="checkbox"/> Speaker		<input type="checkbox"/> Staffed Booth	<input type="checkbox"/> Materials		
5. MATERIALS (The following items may be provided for your event based on availability. Please specify the quantity of each.)					
(1) ITEM NOMENCLATURE		(2) QUANTITY	(1) ITEM NOMENCLATURE		(2) QUANTITY
VWC Brochure			Bumper Sticker: I Served		
Vietnam Veteran Lapel Pins			2022 Presidential Proclamation		
Tin Pin: Family Member			Other:		
a. SHIP TO (Name):			b. STREET ADDRESS (No P.O. boxes):		
c. CITY:		d. STATE:	e. ZIP CODE:	f. TELEPHONE NUMBER (For FedEx):	g. DATE NEEDED BY (YYYYMMDD):