5060

 Ser

 Date

From: Commanding Officer, ORGANIZATION

To: Director, Navy Band Southwest

Subj: REQUEST FOR MUSICAL SUPPORT

Ref: (a) COMNAVREGSWINST 5400.1B

1. Per reference (a), the services of Navy Band Southwest are requested for the following:

 a. Occasion/ Event

 b. Date

 c. Time

 d. Location

 e. Uniform

 f. Official Party members:

 g. Do you choose to have NBSW perform the National Anthem? If you choose not to have NBSW perform the National Anthem, the priority of your request will be downgraded.

g. Point of contact, telephone number and e-mail address

 CO'S SIGNATURE