**EVENT: PMO HOLIDAY PARTY**

**Event Information: EX: NEW YEARS PARTY FOR PMO AND FAMILY**

**Date/Duration: EX: 01 JANUARY 25**

**Time: EX:0800-1600**

**Location: EX: OFFICERS CLUB**

**Sponsor’s Information/POC: EX: JOHN DOE**

**Rank/Name: EX: CPL/GS8/**

**EDIPI: EX: 1616161616**

**Unit: EX: H&HS PMO**

**Work Number: EX: 858-307-1459**

**Cell Number: EX: 424-111-1111**

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|  | **INSTRUCTIONS** |
|  | 1. **Please fill out the event name in large font at the top of each page so the sentries can clearly read it.**   **Examples: “GySgt Smith’s Retirement Ceremony” , “Jane Doe’s 4th Birthday Party” , “Officer Club Special Event Meeting”**  **or “Guest for LCpl John Doe”** |
|  | 1. **Provide the date, times and locations the event will be taking place.** |
|  | 1. **Provide the sponsor’s information that will be sponsoring these guests aboard the installation.**   **That sponsor will be responsible for their guest’s during their entire stay on the Air Station.** |
|  | 1. **Please fill out alphabetically from last name to identify the guest efficiently**   **5. All drivers will need to reference the title of the event as well as provide their license.**  **Passengers will need to provide a form of identification upon entry.** |
|  | 1. **Email this request at least three business days prior of the event for groups of 10 individuals or less and**   **Fourteen business days for lists with 10+ individuals to (smbmiramarmcas.pmoba@usmc.mil) to reserve the date.** |
|  | 1. **Please delete unused pages before submitting request and “Save as” your event title, thank you.** |

**GUESTS:**

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| Last Name | First Name | M.I. | Date of Birth | Driver’s license or ID Number/State | U.S. Citizen  (Y/N) | If not U.S Citizen  Passport/Visa # OR Resident/Alien #/ and Nationality |
| JOHN | SMITH | D | 19971207 | CA/123456 | Y |  |
| JOHN | SMITH | D | 19971207 | CA/123456 | N | A12345678/ Mexico |
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