

# Maine National Guard Community Outreach Request Form

For Organizational Purposes  
Approval Chain

## Requesting Entity

**Red Box=Required Field**

Event Name

Event Date (YYYY\_MMM\_DD TIME: 0000 - 0000)

Items Requested

Event Details

Requesting Organization's Name

Event Point of Contact (L-Name, F-Name)

Point of Contact's eMail

Point of Contact's Phone Number

Event's Address

Event Type Estimated Attendance (Individuals)

**Check the box below:**

YES / NO

Event is free to the public for admittance

Requesting Organization is 501(c)3, Civic Org., Gov. Entity?Have other

Armed Forces been requested to support this event?

Will the event be open to the public?

Will Media or VIPs be present?

Does this event meet current COVID-19 requirements as stipulated by the governor, Maine CDC, and MEMA?

Admission, seating and all other accommodations and facilities connected available to all persons without regard to race, creed, sex, religion, national origin?

Will this event be used to raise funds?

Will this event have the backing of the local town/ municipal government?

**Routing** (Community Relations POC)

Regular (PAO, JAG, USPFO, G4, CoS, MSC, Unit Assigned)

Speaking Engagement Tier 1

(PAO, JAG, USPFO, G4, CoS, MSC, Individual)

Speaking Engagement Tier 2 (PAO)

Parade (PAO, JAG, USPFO, G4, CoS, TAG, MSC, Unit Assigned)

Recruiting (PAO Awareness, RRSC, Recruiter Assigned)

Aviation fly-over (UH-60 helicopter or UH-72)

(PAO, SAO, JAG, USPFO, CoS, NGB, TAG)

**KC135 Fly Over Requests made thru (<https://www.airshows.pa.hq.af.mil>)**

Date Received

Date Notified

POC **Approve / Deny**  
Recommendation

Public Affairs

JAG

USPFO/Fiscal

G4/Logistics

Chief of Staff

TAG

MSC or Directorate

Assigned Unit

NOTES / COMMENTS

Assigned Unit After Action Review

(e.g.: Media, Interviews, Protests, Address/Location Issues/ Event POC Feedback)

- Please submit requests no less than 90 days from the event date.
- Once complete, please email form to:  
[ng.me.mearng.list.j57-pomso@mail.mil](mailto:ng.me.mearng.list.j57-pomso@mail.mil)