



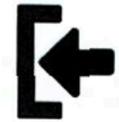
7 Steps to Getting Army Soldier Support for your Event

Prepared by Army Outreach Division at <https://www.army.mil/comrel>

Requestor Steps

#1 Download Form

**Does NOT apply to Military Funeral Honors*



- ✓ Go to <https://go.usa.gov/xnPcC>
- ✓ Download DD 2536

#2 Select Asset

**Select all that apply*



- ✓ Musical Unit
- ✓ Color Guard
- ✓ Military Equipment
- ✓ Speaker

#3 Describe Event



- ✓ Title
- ✓ Date & Time
- ✓ Venue name & info
- ✓ Theme & objective
- ✓ DOD history of support to this event
- ✓ Any charges
- ✓ Other military services requested
- ✓ Expected attendance
- ✓ Type of media coverage

#4 Describe Org



- ✓ Name & Website
- ✓ Civic, Profit or Nonprofit
- ✓ Event POC info

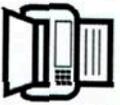
#5 Affirm Support



**Applies to Music Units Only*

- Music unit support fees include:
- ✓ Incidental expenses
 - ✓ Fund participant costs
 - ✓ Fuel costs
 - ✓ Communications
- *Questions? Contact Army Outreach Division at (703) 697-9603 or usarmy.pentagon.hqda-ocpa.hist.crd1@mail.mil*

#6 Submit Request



**Only submit to one location*

- Submit to nearest:
- ✓ Army installation
 - ✓ State Adjutant General office
 - ✓ National Guard unit
 - ✓ Army Reserve unit
 - ✓ Fax to Army Outreach Division at (703) 614-3354

Army Outreach Steps

#8 Complete Packet



- ✓ Completed DD 2535
- ✓ Cost Estimate
- ✓ Legal opinion letter
- ✓ Higher headquarters approval

#9 Receive Approval



- ✓ Chief of Public Affairs authority



- ✗ Fundraiser
- ✗ Not open to general public
- ✗ Restricts entry due to race, religion, sex or color
- ✗ Not supported by local government
- ✗ Less than 30 days until event
- ✗ Interferes with regular employment of local civilians
- ✗ Endorses private or political individual, group, or organizations