

Date

MEMORANDUM FOR 773 FSS/CC

FROM: *(Name of Organization)*

SUBJECT: Informational Booth at Base Exchange

1. The *(Name of Organization)* is formally requesting approval for an informational booth at the Base Exchange for *(time(s) and date(s))*. The details of this event are to *(describe your reasons and or purpose for your request)*.
2. I understand I must coordinate with the Base Exchange to ensure availability of my requested time(s) and date(s).
3. Please contact me with any questions you may have at _____.

(Signature)
(Name of Requester)

1st Ind, 773 FSS/CL

MEMORANDUM FOR *(Name of Organization)*

Your request for an informational booth at the Base Exchange has been approved/disapproved.

HEATHER S. WEAVER, GS-14, DAF
Director, 773 Force Support Squadron