

**CHAPLAIN SERVICE REQUEST FORM**

COORDINATION DIRECTIONS: Email request to 628 ABW/HC (Chapel) org box. Please allow a minimum of two weeks to coordinate a chaplain. Note that due to manning, the Chaplain may not be able to stay for the duration of the event.

REQUESTOR RANK/NAME: SSgt Renae Pittman

UNIT / ORGANIZATION REQUESTING INVOCATION: 628 ABW Staff AgencyREQUESTOR E-MAIL: renae.pittman@us.af.mil

REQUESTOR DUTY PHONE: 963-3459

CELL OR OTHER PHONE # FOR CONTACT: 3016338019

TYPE OF EVENT: PLEASE SELECT ONE

 INVOCATION BRIEFING

X

 OTHER CHAPLAIN SERVICE(S) REQUESTED (please be specific):

EVENT DESCRIPTION: (PLEASE BE SPECIFIC) WSA Holiday Party

DATE (S) OF EVENT: 18 Dec

START TIME: 1800 DURATION OF EVENT:  1800-2100

LOCATION: *(Please specify with bldg # and/or directions)* Wescott Plantation

Wescott Club Dr, Summerville, SC 29485

ATTIRE: (please be specific) Holiday Casual (no jeans)

DV’s ATTENDING: Not sure of the guest list yet, but the entire 628 WSA has been invited.

**PLEASE CIRCLE ONE**: IF FUNCTION INCLUDES A MEAL, UNIT/ORGANIZATION

**WILL** ***WILL NOT*** PROVIDE A MEAL: (Note: If the meal is not included please list cost to Chaplain)

X

COMMENTS: There will be Cake/Punch afterwards and the Chaplain is invited to stay and attend

**CHAPEL COORDINATION**

**CHAPLAIN ASSIGNED:**

**ASSIGNED CHAPLAIN NOTIFIED ON: BY:**

**REQUESTOR NOTIFIED ON: BY:**

**Version dated Nov 2012-all previous versions obsolete**