

**VIETNAM WAR COMMEMORATION  
COMMEMORATIVE EVENTS REQUEST**

OMB No.  
OMB approval expires

The public reporting burden for this collection of information is estimated to average XXX per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (XXXX-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.**

**INSTRUCTIONS**

Events requests are made by filling out and submitting this form to the United States of America Vietnam War Commemoration Events Team, with as many details as possible, a minimum of 90 days in advance of the event start date.

Events are submitted via one of the following four methods:

- Select the "Submit" button at the bottom of this form (preferred).
- Email to: [CPP.Events@osdcommemorations.mil](mailto:CPP.Events@osdcommemorations.mil)
- Fax to: 703-692-4691
- U.S. Mail to:

The United States of America Vietnam War Commemoration  
Attn: Events Team Chief  
1101 Wilson Blvd.  
Suite 810  
Arlington, VA 22209

**D R A F T**

**1. ORGANIZATION NAME AND WEBSITE:**

**2. EVENT POINT OF CONTACT** (Name, Email and Telephone Number):

**3. EVENT TITLE:**

**4. EVENT LOCATION AND ADDRESS:**

**5. ANTICIPATED ATTENDANCE:**

**6. TENTATIVE DATES** (Month, Day, Year):

**7. PURPOSE OF EVENT** (How will Vietnam Veterans be honored and which Commemoration objective(s) will be accomplished with this event?):

**8. COMMEMORATION OFFICE REQUESTED ROLE:**

**a. SPEAKER/REPRESENTATIVE:**

**b. MATERIALS** (The following items may be provided for your event based on availability:)

(1) ITEM NOMENCLATURE

(2) QUANTITY REQUESTED

Brochures

Tie Pins: Eagle, Seal, Veteran

Stickers: Eagle, Seal, Flag, "I Served"

Presidential Proclamations

**9. IS MEDIA COVERAGE ANTICIPATED?**