

**VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

OMB No. 0704-0500
OMB approval expires
XX-XX-XXXX

The public reporting burden for this collection of information is estimated to average 15 minutes 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, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). 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

Event 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 30 days in advance of the event start date for support if required. Submit requests using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_EVENTS@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

***NOTE: INFORMATION IN THE FIELDS BELOW WITH AN * WILL APPEAR IN THE PUBLIC WEBSITE POSTING.**

1. *ORGANIZATION NAME:		2. *WEBSITE:			
3. EVENT POINT OF CONTACT:					
a. *NAME:		b. *EMAIL:		c. *TELEPHONE NUMBER:	
4. *EVENT TITLE:			5. *EVENT LOCATION: a. SITE NAME (Example: The Pentagon)		
b. *STREET ADDRESS:		c. *CITY:	d. *STATE:	e. *ZIP CODE:	f. *COUNTRY
6. *LIST COMMEMORATIVE PARTNER CO-HOSTS:					
7. ANTICIPATED ATTENDANCE:		8. VIETNAM VETERANS IN ATTENDANCE:		9. *START DATE (MMDDYYYY):	10. *END DATE (MMDDYYYY):
11. *EVENT DESCRIPTION AND HOW VIETNAM VETERANS AND THEIR FAMILIES WILL BE HONORED:					
12. SPECIAL INSTRUCTIONS:					
13. IS MEDIA COVERAGE ANTICIPATED? Example: Radio/TV/Print, Facebook					
14. COMMEMORATION OFFICE SUPPORT REQUESTED: (Select Options a, b, or c. Note: All are automatically posted to Website)					
<input type="checkbox"/> a. FULL SUPPORT (Full Support) Subject to availability		<input type="checkbox"/> b. MATERIALS			
<input type="checkbox"/> Speaker		<input type="checkbox"/> Staffed Booth		<input type="checkbox"/> Materials	<input type="checkbox"/> c. EVENT WEBSITE POSTING ONLY
15. MATERIALS (The following items may be provided for your event based on availability. Please specify the quantity of each.)					
(1) ITEM NOMENCLATURE		(2) QUANTITY		(1) ITEM NOMENCLATURE	
VWC Brochure				Bumper Sticker: I Served	
Family Brochure				Bumper Sticker: We Heart	
Vietnam Veteran Lapel Pins				2012 Presidential Proclamation	
Surviving Spouse Lapel Pin				2017 Presidential Proclamation	
Tin Pin: Family Member				VVLFP Fact Sheet	
Tin Pin: Eagle				Other:	
a. SHIP TO (Name):			b. STREET ADDRESS (No P.O. boxes):		
c. CITY:		d. STATE:	e. ZIP CODE:	f. TELEPHONE NUMBER (For FedEx):	g. DATE NEEDED BY (MMDDYYYY):

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2956,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

The DD Form 2956 is used to request support for a Commemorative Partner Event. Use the instructions below to complete the DD Form 2956. *Note: Fields with an asterisk * will be listed in the Public Event Website Posting of your event.*

1. Organization Name: List the name of the Commemorative Partner organization.
2. List the website of the organization (if none, please type "none").
3. Event Point of Contact Name:
 - a. Who is the contact person for this event?
 - b. Email: List the email address for the event point of contact.
 - c. Telephone number for the event point of contact.
4. Event Title: What is the official name given to this event?
5. Event Location:
 - a. Site Name (Example: The Pentagon).
 - b. - f. Address of the Event Location.
6. List the names of any other commemorative partners you collaborated with.
7. Anticipated Attendance: How many people are expected to attend overall?
8. How many Vietnam Veterans are expected to attend overall?
9. Start Date: The date the event starts.
10. End Date: The date the event ends.
11. Purpose of the Event, and how Vietnam Veterans and their families will be honored.
12. Special Instructions
13. Is media coverage anticipated? Please list what type and any additional details.
14. Commemoration Office Requested Role. Support is requested in the following forms (All are automatically posted to website):
 - a. Full Support: Select which options are being requested: Speaker, Manned Booth, Materials.
 - b. Materials: Available materials are sent for support of your event.
 - c. Event Website Posting only.
15. Materials: Please indicate the quantity of each type of material requested.

Note: The *Veterans Lapel Pin* is for Vietnam War-era veterans only, as such we ask that you request enough for them only. Quantities of this pin requested should not exceed the number of Vietnam Veterans expected to attend.

The *Surviving Spouse Lapel Pin* is to be presented to the surviving spouse of a deceased Vietnam War veteran.

 - a -g. Ship To Name, Address, and Phone number for shipping materials, and the latest date materials need to be delivered by.