



# 34<sup>th</sup> Army Band Performance Request Form

(Please refer to the instructions on the reverse side when completing this form)



## SECTION 1 – EVENT INFORMATION

1. Event Name:

2. Event Date (mm/dd/yyyy)

5. Event Location (Include venue name and address)

3. Start Time

4. End Time

6. Description of Venue (Auditorium, park, mobile stage, etc.)

7. Description of Event (This information will help us to determine which of our musical groups will best meet your needs).

## SECTION 2 – CONTACT INFORMATION

1. Name of Sponsoring Organization:

2. Requestor's Name / Primary Point of Contact for Event

3. Email Address

4. Mailing Address

5. Primary Phone

6. Secondary Phone

## SECTION 3 – ACKNOWLEDGMENT / SIGNATURE

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I have read the instructions that are included on the reverse side of this form. I understand that a representative of the 34<sup>th</sup> Army Band will contact me to discuss arrangements and costs involved prior to final commitment, or to inform me of their inability to support this event. I also understand that operational conditions must take priority and can prelude a scheduled appearance at an approved public activity.

REQUESTOR SIGNATURE

DATE (mm/dd/yyyy)

# Instructions for Requesting a 34<sup>th</sup> Army Band Performance

1. If you would like to request a 34<sup>th</sup> Army Band performance, please begin by completing the official **34<sup>th</sup> Army Band Performance Request Form**.
2. Be as detailed as possible when completing the request form. If you have questions, feel free to contact the 34<sup>th</sup> Army Band at **(641) 472-3813**.
3. Completed forms may be submitted to 34<sup>th</sup> Army Band Office:

**Mail printed copies of the request form to:**

SFC Philip Kamm  
34<sup>th</sup> Army Band  
1501 West Stone Avenue  
Fairfield IA 52556

**Send electronic copies of the request form to:**

philip.w.kamm.mil@army.mil

4. In order to receive full consideration, requests for *summertime* performances should be submitted no later than **February 1<sup>st</sup>**. Requests submitted after February 1<sup>st</sup> will still be reviewed, but will only be considered if there are openings in the band's performance schedule.
5. Once the band has made a determination regarding your request, you will be notified using the contact information that you have provided on the request form.
6. The band receives far more requests than each year than they are able to fulfill. If your request is declined, please try again in the future.
7. The 34<sup>th</sup> Army Band will make every effort to honor performance commitments. However, the needs of the Army regrettably may result in a last minute cancellation.

## Special Regulations Regarding 34<sup>th</sup> Army Band Performances

In accordance with **Army Regulation 220-90**, the band is **prohibited** from participating in events that:

1. Selectively benefit or appear to benefit any person, group, or corporation. This applies to all affiliations (profit, non-profit, religious, selection, quasi-religious, ideological, fraternal, political, or commercial).
2. Are clearly and primarily designed to stimulate sales or increase commercial business. However, sponsorship of an event by a commercial enterprise *does not* automatically prevent Army Band participation. Support may be provided to an event sponsored by a commercial enterprise when:
  - a. the support is patriotic in nature
  - b. the support is incidental to the program
  - c. the support does not selectively benefit the commercial activity of the sponsor
  - d. the sponsor's role is clearly civic
  - e. commercial interest is subordinate to the community interest and benefit in the program
3. **PARADES ONLY:** The Department of Defense order of precedence requires that the US Army Band precede any and all other military units and be the first unit in all parades, with the exception of the color guard.

**The Commander of the 34<sup>th</sup> Army Band, in coordination with the band staff and the Iowa National Guard's Office of Public Affairs, will determine the appropriateness of each commitment.**