

Instructions on how to fill out the DD Form 2536

Block 1 Please fill in everything that you are requesting except aviation assets: (example) “Band, Guest speaker, military equipment, marching unit, Chaplain, static display, Honor Guard.” If additional information is required it can be continued on page 2 block 24.

Block 2 Please fill in the date of the event: (example) “20150901.

Block 3 Please fill in time of the event: (example) a. From: 1200 b. To: 1500.

Block 4 Please fill in the title of the event: (example) Bay County Veterans Day Parade.

Block 5 Please fill in the expected attendance / audience of the event: (example) 1,000 people expected to be in attendance.

Block 6 Please fill in the site of the event: (example) “Nissan Stadium or Liberty Park.”

Block 7 Please fill in the address of where the event is taking place: (example) 1234 John Smith RD Pleasant Village KY, 12345.

Block 8 Please give a short description of the events purpose: (example) The purpose of the event is to support our troops and their families for the veteran’s parade. If additional information is required it can be continued on page 2 block 24.

Block 9 Please inform us of any other military organizations or Armed Forces unit that have been requested to support this event.

Block 10 if there is any entry fee admission, parking etc. of any kind this is where it will be filled out.

Block 11 if the event is being used for any fund raising of any purpose please specify how the funds are going to be used and distributed.

Block 12-16 Please place an X in the appropriate box.

Block 13 Please fill out the full name of the sponsoring organization.

Block 17 Please PRINT legible the sponsor/ representative information in blocks A-F.

Block 18-22 Please place an X in the appropriate block.

Block 23 Please read block 23 and sign block A: date block B: and print block C: full name and title.

Block 24 Please print a detailed description of the event to include a full time line and a sequence of events.

Points of Contact

SGT Pete Carlson Community Relations NCO Email: peter.l.carlson2.mil@mail.mil Office Number: 270-798-0537 Office Fax Number: 270-798-6247	SSG Thomas Kuchar Community Relations, NCOIC Email: thomas.j.kuchar.mil@mail.mil Office Number 270-798-4365 Office Fax Number 270-798-6247	Pete Miraldi, Community Relations Officer Email: peter.t.miraldi.civ@mail.mil Office Number 270-461-1277 Office Fax Number 270-798-6247
--	---	--

DO NOT mail forms to Washington DC. Please return forms DD 2535 and DD 2536 to the POCs at Fort Campbell's Community Relations Office listed above.