

Naval Base Coronado Special Event Request Form

Special event request forms must be submitted to the Naval Base Coronado Public Affairs Office at least **30 days prior** to proposed date. The base access spreadsheet is due to at least **10 days prior** to the proposed date. There must be one DoD cardholder for every six civilians (1:6 ratio). Contact the PAO office for the base access spreadsheet.

Please submit only one request at a time and allow 1-2 weeks for processing. **Please print clearly.**

1. Description of Event: _____

2. Arrival Date: _____ Arrival Time: _____

3. Departure Date: _____ Departure Time: _____

4. Duration of Event (days): _____

5. Requested location(s) for event:

6. Requestor Name: _____ (*Requestor will serve as POC throughout duration of visit and must be present during visit.*)

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

E-mail: _____

7. Department of Defense Sponsor Information (If different from requestor)

Name & Rank: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

E-mail: _____

8. Facilities to be used:

9. Total number of guests: _____

There must be one DoD cardholder for every six civilians (1:6 ratio) in accordance with NBC security regulations. There must be one chaperone for every 10 youths.

	DoD Cardholder	Civilian Adult	Youth (under 18)	
Male				
Female				
Total				Number of Guests:

10. List Transportation Information **(NBC will not provide on-base transportation.)**

11. Please enter, or attach, the proposed itinerary for the event:

12. Provide a brief summary or history of the group/event:

(Read and initial) I have read and fully understand that my visit to any NBC facility will be canceled at any time if the force protection status is elevated. Also, my visit to NBC installations may be cancelled with short notice due to military necessity.

INITIAL: _____

I understand that if I do not provide a guest list with this form that my request will *NOT* be processed. I will also be required to fill out the appropriate Base Access Form in addition to the guest list attached at a later date.

INITIAL: _____

I understand that if I DO NOT submit this form at LEAST 30 DAYS PRIOR to the scheduled event my request WILL NOT BE PROCESSED.

INITIAL: _____

The NBC Special Event Request Form can be sent to the Naval Base Coronado Public Affairs Office by:
Fax: 619-545-0182
Email: nbcpao@navy.mil