



# Navy Band Southeast Performance Request

Thank you for your interest in Navy Band Southeast.  
Per SECNAVINST 5720.44C, please provide the following information:

## Part I Event Information

**Date of Request** (DD-Mon-YR) :

**Start Time:**

**Date of Event** (DD-Mon-YR) :

**Est. Audience Size:**

**Type of Event:**

Change of Command Ceremony

CO Rank & Name:

Retirement Ceremony

Retiree Rank & Name:

Commissioning Ceremony

For:

Ship Homecoming

For:

Decommissioning Ceremony

For:

Other, Please Give Details:

Is time/date movable if we have prior operational commitments? Yes  No

**Location of Event:** (if on military installation, provide building number)

Location Name:

Street:

Bldg#

City:

State:

Zip Code:

**Requested Ensemble:**

**Prescribed Uniform:**

If other uniform, please specify:

*Short descriptions of our performing units and sponsor requirements  
can be found on our website.*

<https://www.cnic.navy.mil/cnrse/About/NavyBands/NavyBandSoutheast/index.htm>

## Part II Command Information

**Command Name:** (as it appears in the "To" line of a standard Navy letter)

**Command Address:**

Street:

City:

State:

Zip Code:

**Part III  
Point of Contact (POC) Information**

**Primary POC**

|                 |             |
|-----------------|-------------|
| Rank & Name:    | Work Phone: |
| Title:          | Cell Phone: |
| E-Mail Address: | FAX:        |

**Secondary POC**

|                 |             |
|-----------------|-------------|
| Rank & Name:    | Work Phone: |
| Title:          | Cell Phone: |
| E-Mail Address: | FAX:        |

**Part IV  
Requesting Official Information  
(example: CO, XO, OIC, CMDCM)**

Rank & Name:  
Title:  
E-Mail Address:

**Part V  
Legal Guidelines**

In general, performances must be free and open to the general public. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Audience attendance to programs must be conducted in a manner free from any discrimination based on age, race, creed, religion, color, national origin or sex.

**Navy Bands are not permitted to provide entertainment at events not solely supported by appropriated funds. Your event must be paid for 100% by appropriated (OPTAR) funds.**

Department of Defense policies require that Navy Band Southeast's participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all assigned personnel. Additional forms are needed and funding is required 45 days before the travel date in order to process orders.

**All Performances are subject to preemption by the Commander, Navy Region Southeast.**

**Part VI  
Request Submittal**

**Mail, FAX or e-mail completed request form to:**

Director, Navy Band Southeast  
ATTN: Operations Coordinator  
Naval Air Station Jacksonville  
P.O. Box 62  
Jacksonville, FL 32212-0062

FAX: (904) 542-5676  
E-mail: nbse.ops@navy.mil

**For further assistance please call: (904) 542-8060; DSN prefix 942**