

Senior Staff Mess Function Request

RMC/CAF Function

Function name: _____

Proposed date: _____ Proposed time: _____

Number of attendees: _____ Submission date: _____

Contact Information

Name:		Unit:	
CF1 Number:		SSM Member:	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, you'll need a sponsor.</i>
Email:		Phone:	

Member Sponsorship *By signing below, you agree to sponsor the event and confirm your attendance.*

Name	CF1 Number	Signature	Date <small>Date</small>
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Function Information

Function type

- Briefing/lecture
- DWD/mug-out/retirement
- Dinner
- Luncheon
- Meet and greet
- Meeting
- Promotion/change of Appt.
- Social gathering/party
- Townhall/orientation
- Other:

Requirements

- Bar service (from _____ - _____)
- Coffee break
- Dinner table service
- Finger food buffet – cold
- Finger food buffet – hot
- Finger food buffet – hot + cold
- Joining member lunch (Tues./Fri.)
- Just the space
- Lunch table service
- Pass around appetizers

Payment

- Invoice paid by public funds
- Invoice paid by OPI
cash/credit/cheque
- Invoice paid by NPF
unit fund / non-public funds
- GL:** _____
- Pay by attendees at the bar

Budget

\$ _____

Culinary restrictions/dietary requirements	Additional comments <small>(Details, special instructions, room requests, special attendees)</small>

Submission

I understand this request to use the Senior Staff Mess doesn't guarantee approval. As the OPI, I acknowledge my CF1 number may be used for invoicing, however it will not effect my DMIL pay. I understand that outside food is not permitted in the Mess.

OPI signature	Date
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