

Air Force Outreach Request System Instructions/FAQ

1. Click on the link: <http://www.outreachrequests.hq.af.mil/PublicSite/index.cfm?fwa=home>
2. Click, "New Request"
3. Click either "Create a New Request" or "Duplicate an Existing Request"
4. Follow the steps, providing your Email address, etc...
5. Fill out the "General Info" tab
6. Fill out the "Sponsor Info" tab
7. Fill out the "Event Details" tab
8. Fill out the "Event Support" tab
9. Fill out the "Submit Request" tab

Once submitted, your AFORS request will be placed into the system and will route to the band that has primary responsibility for the event's location (based on state and zip code). The system will generate an e-mail to confirm you have submitted a request. Requests normally receive a response within 3-5 business days from submission date.

Frequently Asked Questions:

Q1: What are some of the reasons why a request can be denied?

A1: Support for all events is based on guidance found in Department of Defense and Air Force Instructions. Events that are not free and open to the public and exclude any person by reason of race, creed, color, national origin or gender will not be eligible for support.

Events that are designed to increase business traffic, raise money, or are associated with any religious or ideological movement, or political campaign will not be supported.

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Q2: Can anyone request support from the Air Force?

A2: Anyone with access to the internet may request an Air Force band, speaker, or representative. Support will be granted or denied based on criteria on the request and availability of the organization to support the event.

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Q3: What is the deadline for submitting requests?

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A3: Requests for public band performances must be submitted 90 days in advance of the event date.

Band requests supporting military and government performances must be submitted 60 days prior to the event date.

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Q4: *What is a Patriotic Opener?*

A4: Patriotic openers are approximately 15 to 20 minutes in length and serve to initiate the formal portion of a military, civic or governmental event. In this setting, the band may perform a program of military and patriotic selections prior to the formal presentation of the colors. The musical program must include the national anthem unless the ceremony includes a recital of the Pledge of Allegiance. During patriotic openers, the band may not provide music for entertainment, such as dancing music, cocktail and dinner music or concert and show music.

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Q5: *What is an official military event?*

A5: Air Force Bands may also provide music for official active duty, guard and reserve unit military functions that promote esprit de corps, troop morale and quality of life initiatives.

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Q6: *How many Air Force Bands are there?*

A6: The Air Force band program is a family of 11 active duty bands and 5 Air National Guard bands featuring our nation's finest professional musicians. Each band operates within its own regional territory representing America's Airmen to a global audience.

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Q7: *Where can I find more information about the band program?*

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A7: Please visit the Air Force band program website at www.bands.af.mil.

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