



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 316TH WING (AFDW)
JOINT BASE ANDREWS, MARYLAND 20762**

19 January 2024

MEMORANDUM FOR AFSFA Eagle Chapter

FROM: 316 WG Annual Awards Ceremony Planning Committee

SUBJECT: Donation Request

1. The 316 Wg Annual Awards Ceremony Planning Committee would be honored with the opportunity of your valuable support as we host a ceremony honoring our Annual Award Winners on February 22, 2024, at Joint Base Andrews, Maryland.
2. Our event will announce the award winners and include the first-ever Legacy Challenge for the base. All JBA military members and civilians will be invited to attend and watch their unit's team compete for the title. We are expecting a big showing of attendees, inviting over 12,000 people.
3. We are requesting \$1900 to provide food for the event attendees. However, any donation would be appreciated. Additionally, all our donating agencies can advertise their organization at our "Sponsoring Table," which can contain posters, pamphlets, or any other material they'd like to share with our attendees.
4. For any questions or concerns, please contact me at valeriechanel.casey@us.af.mil. Thank you and I look forward to hearing from you.

VALERIECHANEL A. CASEY, TSgt, USAF
Planning Committee Member