

POOL PARTY (WITH ALCOHOL)

Sample Letter and Dram Shop Theory Training for Events form can be downloaded from barksdaleservices.com Outdoor Recreation Pools
Or e-mail request to Karin.blackburn@barksdale.af.mil (456-0450)

Allow 7-14 days to get approval from 2d Mission Support Group. Make sure the Dram Shop Theory Training for Events form is read, understood, and signed by the person who will be in charge of alcoholic beverages at the party--designated drivers have to be assigned before your request to consume alcoholic beverages can be processed.

Below is sample letter – Request has to go through 2 FSS/CC – DO NOT take to 2d Mission Support Group – Bring your tailored letter together with the dram shop theory form to Community Services Flight (2FSS/FSC), Building T4561 (870 Douhet Drive), Room 17. If you have questions, call 456-0450.

Your Letterhead

Date

Your name
Address
City, State

Colonel Crinley S. Hoover
Commander, 2d Mission Support Group
870 Douhet Dr
Barksdale AFB LA 71110

SUBJECT: Approval Allowing Alcoholic Beverages at Pool Party

Request permission to host a pool party on [*Date*] at the [*North / West Pool*] between the hours of [*time*]. Alcoholic beverages will be available for those of age wishing to participate. A monitor will be posted to check identification of those wishing to consume alcohol. AFI 34-110, para 8.2. requires the approval of the Mission Support Group Commander or his designee for serving alcoholic beverages at the party.

The group will consist of approximately [*number of people*].

Your approval would be very much appreciated. If you have questions, I [*(or my POC, name)*] can be reached at [*work phone* and *home phone*].

YOUR SIGNATURE BLOCK
(Commander or First Sergeant)

Approved/Disapproved.

CRINLEY S. HOOVER, Colonel, USAF
Commander, 2d Mission Support Group