



WWII HISTORICAL RE-ENACTMENT SOCIETY Inc.

Event Request Form

All WWII HRS events must be coordinated through the Board of Directors to qualify for sanctioning which will allow for use of the Society's insurance and advertising in the Society publications. Event coordinators must be Society members and sponsoring units must be currently chartered and in good standing with the Society. This form must be submitted to the Society Board of Directors for evaluation and approval at least ninety (90) days prior to the event. The event coordinator must agree to maintain and enforce the WWII HRS By-Laws and S&A Rules among all participants *regardless of membership* in addition to any site specific, local, state, or federal regulations. When the event is approved, the organizers will be notified via email unless other contact means are noted and if requested, proof of insurance will be sent. If further insurance is needed please contact the board as soon as possible. See the Event section of the website for posting your event on HRS media. This form may be sent via email to ww2hrs@gmail.com *The WWII HRS has no obligation for replacement or repair of any lost, damaged, or stolen items at any event. Work with your event host to notify the local authorities of your event. Due to insurance terms we cannot sanction an entire airshow. Any non-member attendees are guests, must sign all waivers, and are subject to all rules and regulations stated by the WWII HRS and the event.*

General Information

Event Name _____

Event Date _____ Event Fee \$ _____ Non-HRS Member fee \$ _____

Living History Tactical Parade Static Display Invitation only

Event Coordinator _____

Email _____ Phone _____

Sponsoring Unit _____

Registration Link _____

Event Website _____

Facility Name _____

Facility Contact Title/Name _____

Facility Contact Email _____

Address _____

City _____ State _____ Zip _____ Phone _____

S&A Committee Representative _____

Emergency Information

Emergency Contact at event _____ **Cell Phone** _____

Nearest Medical Facility _____

Address _____

City _____ State ____ Zip _____ Phone _____

Local Law Enforcement _____

Address _____

City _____ State ____ Zip _____ Phone _____

Local law enforcement has been contacted about this event:

Historical Authenticity

Invited impressions _____

Era of WWII represented: 1939-40 1941-43 1943-44 1945

Attach any specific impression guidelines to the document.

Restrictions

List and describe event restrictions:

Miscellaneous

Potable Water Non-Authentic Camping Port-o-pots Barracks

Please send a WWII HRS banner: (*Note one per event as funds permit*)

Please attach an event schedule and event advertisement.

Note: send the advertisement directly to the Edge, the HRS publication.

Responsibilities of Event Coordinator and Hosting Unit

Proof of insurance is supplied after event approval. Please submit copies of any permits issued by local authorities for the event. Submit event information to wwiihrswebmaster@gmail.com for posting according to instructions found here: <http://worldwartwohrs.org/Events2.htm> Minors must provide at registration a parent/guardian signed waiver to participate in any event. An **Event Support Request Form** must be submitted to the board for consideration of Society funding before the event. A post event report must be submitted to the board to include all waivers with total number of participants, report on S&A inspections with any violations noted, general event conditions along with any invoices or receipts for approved expenses. Failure to submit a report will result in forfeit of any approved Society funding and possible rejection of future event applications.

Signatures – *note: may be signed electronically using Adobe Reader or a similar program.*

I affirm to the best of my ability all the information provided is accurate and correct:

Event Coordinator _____ Membership # _____

Signature _____ Date _____

Unit Commander _____ Membership # _____

Signature _____ Date _____