



# Request for Air Force Music Support

## Event Details

Task Authority Number:   
*(AFBAND Use Only)*

<b>Name of Event</b>	<b>Date of Event</b>
<input type="text"/>	<input type="text"/>

<b>Performance Timings</b>	<b>Preferred Performance Group</b>
From <input type="text"/>	Note: Preferred group may not be available
To <input type="text"/>	<input type="text"/>

**Venue** (Name, Address)

### Event Description

Include function type, expected audience size and demographic, VIP's, event sponsor information (if applicable)

## Requestor Details

<b>Rank / Title</b>	<b>Name of Requestor</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Unit or Agency</b>		
<input type="text"/>		
<b>Telephone</b>	<b>Email</b> (or postal address)	
<input type="text"/>	<input type="text"/>	

## Preliminary Scoping - AFBAND use only

<b>Unit Liaison</b>	<b>Ensemble</b>	<b>Task Date(s) (Inc. travel)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Transport</b>	<b>Accommodation</b>	
<input type="text"/>	<input type="text"/>	



# Record of Scoping

(AFBAND Use Only)

## OPS Initial Assessment

<b>Strategic Category (CONOPS)</b>		<b>DACC Registration No.</b>
<b>Comments</b>		
<b>Recommendation</b>	<b>Name</b>	<b>Date</b>

*OPS non-recommendations may be fast-tracked to XO AFBAND for approval*

## ADMIN Assessment

Budgeted Task	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Funds Available	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Funds Commitment	<input style="width: 100%;" type="text"/>	
<b>Comments</b>		
<b>Funds Availability</b>		
<b>Name</b>	<b>Date</b>	

## PERS Assessment

Personnel req. No.	<input style="width: 50px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lead-time req. Calls	<input style="width: 50px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Short Leave req. Days	<input style="width: 50px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Comments (include Short Leave and rehearsals)</b>			
<b>Personnel Availability</b>			
<b>Name</b>	<b>Date</b>		

## Record of Approval (AFBAND Use Only)

<b>Comments</b>		
<b>Approved / Not Approved</b>	<b>Date</b>	<b>FLTLT D. Phillips</b>
		<b>XO AFBAND</b>
		<b>DMUS-AF</b>



# Requesting Air Force Music Support

## General

Air Force Band (AFBAND) is located at RAAF Williams, Victoria. AFBAND delivers music capability for Air Force through participation in military ceremonies and parades, other ceremonial events, schools concerts, public concerts and community activities.

This document is designed to assist Australian Defence Force units and civilian agencies in requesting Air Force music support, and to assist in ensuring appropriate AFBAND resources are provided to meet customer requirements.

## AFBAND Tasking Authority

Commanding Officer Air Force Band (CO AFBAND) is the authority for all AFBAND tasking. Where there are conflicts in schedules or competing task priorities, CO AFBAND will seek direction from Commandant RAAF College and Air Force Headquarters as required to ensure AFBAND resources are deployed appropriately.

## Events supported by Air Force Band



### **AFBAND provides musical support to the following events:**

- a) Air Force Induction Events
- b) Ceremonial Parades
- c) Ceremonial Events
- d) Commemoration Services
- e) Air Force Related Corporate Events
- f) Air Force Cultural Events
- g) Community Engagement Events
- h) School Concerts
- i) Community Festivals

## Cancellation

CO AFBAND reserves a right to cancel Air Force music support to an event for any reason. Although the need to cancel Air Force music support rarely arises, AFBAND will provide as much notice as possible in such instances.

Should an event be cancelled by the organiser, then AFBAND should be notified in writing or via email as soon as practicable.

# Air Force Band Capability

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**AFBAND has a number of performance groups which provide event support:**

- a) **Concert Band** for major community engagement events and schools concerts
- b) **Ceremonial Band** for ceremonial parades and commemoration services
- c) **Big Band** for community engagement events, school concerts, community festivals, Air Force related corporate events and Air Force cultural events
- d) **Jazz Group** for Air Force cultural events, community festivals and school concerts
- e) **Brass Quintet** for commemoration services and community engagement events
- f) **Woodwind Quintet** for community engagement events, school concerts, and Air Force cultural events
- g) **Clarinet Quartet** for community engagement events, school concerts, and Air Force cultural events
- h) **Fanfare Team** for ceremonial events
- i) **Bugler** for commemoration services and ceremonial events
- j) **Drum Corps** for ceremonial displays

## Requesting Air Force Music Support

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AFBAND is able to receive requests for Air Force music support from Australian Defence Force units and civilian agencies directly via e-mail or post. Requestors will be notified of the approval/non approval of their request in writing.



**Request for Air Force music support are to be made using the following process to ensure AFBAND resources can be allocated efficiently and most effectively:**

1. Complete the Air Force Music Support Request Form
2. Return the completed Air Force Music Support Request Form via e-mail to [Airforce.BandOperations@defence.gov.au](mailto:Airforce.BandOperations@defence.gov.au)

**OR**

3. Return the completed Air Force Music Support Request Form via post to **Air Force Band Operations, RAAF Base Williams, LAVERTON VIC, 3027**

**Note:** A minimum 8 weeks notice is required for most requests.

The Air Force Music Support Request Form can be found at:

Internet: [www.airforce.gov.au/band](http://www.airforce.gov.au/band)

Intranet (via DRN): <http://drnet.defence.gov.au/raaf/AFBAND>

# Task Approval Process

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## AFBAND Task Approval Process:

1. AFBAND Operations Staff make an initial **strategic assessment**, considering the AFBAND Concept of Operations, Commanders intent, Strategic Communications, and other AFBAND strategies.
2. AFBAND Personnel Capability Officer makes an initial **financial assessment**, considering all potential costs such as allowances, accommodation, transport, and equipment hire.
3. AFBAND Warrant Officer makes an initial **personnel assessment**, considering the availability of personnel, adequacy of rehearsal time, and crew rest required to meet task requirements.
4. Commanding Officer Air Force Band makes a **final assessment**, (considering input from Commandant RAAF College and Air Force Headquarters as required).
5. AFBAND Operations Staff notify the requestor of the approval or non-approval of Air Force Band support in writing.

AFBAND Operations Staff are available for any initial discussion or follow up to assist with your enquiry. AFBAND Operations Staff can be contacted by:

**Telephone**     **(03) 925 62492**

**Email**            [Airforce.BandOperations@defence.gov.au](mailto:Airforce.BandOperations@defence.gov.au)

## Conclusion

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AFBAND delivers music capability for Air Force nationally and internationally from a single geographical location at RAAF Base Williams. Air Force Band is a highly mobile unit, and in high demand for its services. In considering requests for Air Force Music Support, AFBAND must consider both the appropriate level of support necessary to generate strategic effects, and the availability of personnel and other resources to achieve strategic outcomes. It is advised that events requiring Air Force Music Support be forecast well in advance to ensure Air Force music support can be delivered, and appropriate music products can be developed and deployed by AFBAND.

We look forward to providing your unit or agency the appropriate support to ensure your event is a success.