



*State of Wyoming Military Department*  
5410 Bishop Boulevard  
Cheyenne, Wyoming 82009-3320

TODAY'S DATE

MEMORANDUM FOR Colonel P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Team Building Event

1. (OFFICE NAME/SYMBOL) is requesting to conduct a Team Building event on (DATE). The office will be closed from (TIME) until (TIME) so that all employees can attend the event.

2. The location of the event will be at the (LOCATION OF EVENT), in (CITY, STATE). During the event the following activities will occur: \_\_\_\_\_

3. Wear of civilian or PT clothing will be necessary for this event.  Yes  No

Justification: (REASON FOR WEAR OF CIV/PT CLOTHES)

4. This event will encompass some form of physical activity.  Yes  No

Physical activity: (LIST/DESCRIBE ACTIVITY Golf, Bowling, Volleyball, Horse Shoes, etc.)

SUPERVISOR, RANK  
TITLE

DIRECTORATE/GROUP COMMANDER, RANK  
TITLE

P. NICOLE CHAVEZ, Colonel, WYMD  
HR Officer