Fort Meade Event Request List Instructions

1: Go to www.ftmeade.army.mil
2: Click on the Post Access Icon
3: Click on Printable VCC Forms
4: Click on Form 191-002-R-E
5: Type in information requested
6: Complete a new form in its entirety if guest count is over 20
7: Sponsor must bring completed forms to the VCC in person with their receipt if renting from MWR facilities
8: Sponsor submitting the forms must match the sponsor on the forms
9: The Event Request Form must be submitted 10 working days before the event
10: Once form is submitted add-ons access will be the responsibility of the sponsor