**Robins Air Force Base**

**Speaker Request Form**

##### Send form at least 30 Days in advance of the event date to:

78th Air Base Wing Public Affairs

E-mail: [lisa.ham@us.af.mil](mailto:lisa.ham@us.af.mil) & [alexandra.shea.1@us.af.mil](mailto:&alexandra.shea.1@us.af.mil)

# POINT OF CONTACT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please provide background information or mission of your group/organization with this form.***

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF EVENT** \_\_\_\_\_\_\_\_\_\_  **TIME**\_\_\_\_\_\_\_\_\_ **MEAL PROVIDED**\_\_\_\_\_\_\_\_\_\_\_

**EVENT NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT LOCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT SPONSOR (S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF EVENT\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# AUDIENCE MAKE-UP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# OF ATTENDEES \_\_\_\_\_\_\_\_\_

# SUBJECT OF SPEECH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LENGTH OF SPEECH \_\_\_\_\_\_\_\_

**If needed, AUDIOVISUAL SUPPORT AVAILABLE AT EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# SPEAKER REQUESTED (circle one) MILITARY CIVILIAN

**DRESS FOR EVENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IS MEDIA INVITED TO COVER YOUR EVENT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? If so, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

--Is event open to the public? \_\_\_\_ YES \_\_\_ NO

--Does organization have a constitution, by-laws, or membership qualifications available to the general public?

\_\_\_\_ YES \_\_\_ NO

--Does organization exclude any person from its membership or practice any form of discrimination in its function based on race, creed, color, sex or national origin? \_\_\_\_ YES \_\_\_ NO

***NOTE: Payment or honoraria cannot be accepted for making an official on- or off-duty public appearance or speech done as part of official duties.***