



# 445TH AIRLIFT WING

Speaker Request Form



1. DATE OF EVENT:		2. TIME OF EVENT:		3. ORGANIZATION:		
4. SPEAKER ARRIVAL TIME:			5. TOPIC:			6. LENGTH OF SPEECH
7. PRIMARY CONTACT:			8. PRIMARY CONTACT PHONE:		9. PRIMARY CONTACT EMAIL:	
10. ALTERNATE CONTACT:			11. ALTERNATE CON. PHONE:		12. ALTERNATE CONTACT EMAIL:	
13. ADDRESS OF EVENT (Street, City, Zip Code):						
14. BIO & PHOTO NEEDED? YES      NO		15. OFFICER OR ENLISTED? YES      NO		16. DEADLINE TO CONFIRM?	17. SERVICE YEARS	
18. AUDIENCE COMPOSITION: COMMUNITY LEADERS      VETERAN'S ORGANIZATIONS      JROTC/ROTC      EDUCATORS STUDENTS      INDUSTRY PROFESSIONALS (SPECIFY) _____ CIVIC ORGANIZATION (SPECIFY) _____ OTHER (SPECIFY) _____						
19. EXPECTED ATTENDANCE:		20. DRESS CODE:	21. RESERVED PARKING? YES      NO		22. WILL THERE BE MEDIA? YES _____ NO	
23. WILL EVENT BE RECORDED? YES      NO			24. IS EVENT A FUNDRAISER? YES      NO		25. CHARGE FOR EVENT? YES \$ _____      NO	
26. PROMINENT GUESTS:			27. EVENT AGENDA/TIMELINE:			
28. EVENT BACKGROUND/ADDITIONAL DETAILS:						

*\*Disclaimer: The 445th Airlift Wing Public Affairs Office will make every attempt to accommodate; however, event speakers may be subject to change at any time.*

Forward completed form to [445aw.pa2@us.af.mil](mailto:445aw.pa2@us.af.mil) or click the Submit Form button.