



SPEAKERS BUREAU REQUEST WORKSHEET

433rd Airlift Wing



INSTRUCTIONS: SUBMIT COMPLETED WORKSHEET TO 433rd AIRLIFT WING PUBLIC AFFAIRS- COMMUNITY ENGAGEMENT FOR AND APPROVAL. PLEASE SUBMIT REQUESTS NO EARLIER THAN 90 DAYS PRIOR TO AN EVENT AND NO LATER THAN 30 DAYS PRIOR TO AN EVENT

REQUESTER INFORMATION

Name/Title/Organization:

Email:

Office Phone:

Cell Phone:

EVENT INFORMATION

Name of Event:

Name of Group/Organization:

Event Location (venue name/address):

Event Date/Time (m/d/yy h:mm):

Estimated Audience Size:

Media Coverage (select highest):

VIPs in Attendance:

Audio/Visual Equipment:

Indoor/Outdoor:

Dress Code:

PURPOSE OF EVENT AND SPEAKER JUSTIFICATION

Please state event's nature and context, including audience composition, whether the event will be free/open to the public, and why you are requesting an Air Force speaker:

SPEAKER AND TOPIC PREFERENCES

Preferred Topic(s):

Preferred Speaker Rank:

Preferred Speaker Occupation:

Preferred Speaker Unit:

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 433 WG/PA COMMUNITY ENGAGEMENT)

Initial PA Approval For Support (does not guarantee support):

PA Name/Rank/Phone:

Date:

Speaker Acceptance (sign, indicating intent to support):

Name/Rank/Unit/Phone:

Date:

PA Security and Policy Review of Speaker's Presentation Completed; if applicable:

PA Name/Rank/Phone:

Date:

PA Notification to Requestor Completed (may complete prior to S&PR):

PA Name/Rank/Phone:

Date:

Final Disposition: