



20TH FIGHTER WING PUBLIC AFFAIRS REQUEST FOR SPEAKER

Please Return completed requests to: 20fwpublicaffairs@us.af.mil

INSTRUCTIONS: Please complete and return this form no later than 45 days prior to your speaking event.

For more information, call (803) 895-2219

This form supersedes all other forms. Current as of September 2019.

REQUESTOR INFORMATION

Requestor:	Today's Date:
Email address:	Phone Number:
Address:	

PRESENTATION DETAILS

Event Name/Date/Time (begin & end):	Event Address:
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Purpose of Air Force Participation:

Will other members of the Armed Forces be present? (If so, please specify):

Speech Topic (what do you hope your audience will take away from the speakers remarks?):

Distinguished Attendees:

Audience make up & size:

Will media be present: ☐ Not anticipated ☐ Anticipated ☐ Newspaper ☐ Interview Requested ☐ TV ☐ Radio
(if yes, please list)

Is the event being used to raise funds for any purpose?
☐ No ☐ Yes (If yes, please specify)

Dress code:

Military

- ☐ OCPs (Working Uniform)
- ☐ Blues (Button down shirt, no jacket)
- ☐ Service Dress (Coat and tie)
- ☐ Mess Dress (formal, evening wear)

Civilian

- ☐ Casual (open collar)
- ☐ Business (suit and tie)
- ☐ Formal (evening wear)

Time allotted for speaker: Meal provided for speaker: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other (specify)

Does sponsoring organization exclude any persons from its membership or practices any for of discrimination based on race, creed, color, sex or national origin?
☐ Yes ☐ No

Type of communication capability provided by requestor: ☐ TV ☐ DVD
☐ Podium ☐ PowerPoint ☐ Screen ☐ Microphone ☐ Other (specify):

Suspense (Due) Date: Comments from requestor: