



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? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please specify)	Dress code:	
	Military <input type="checkbox"/> ABUS (Working Uniform) <input type="checkbox"/> Blues (Button down shirt, no jacket) <input type="checkbox"/> Service Dress (Coat and tie) <input type="checkbox"/> Mess Dress (formal, evening wear)	Civilian <input type="checkbox"/> Casual (open collar) <input type="checkbox"/> Business (suit and tie) <input type="checkbox"/> Formal (evening wear)

Time allotted for speaker:	Meal provided for speaker: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Other (specify)
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Does sponsoring organization exclude any persons from its membership or practices any for of discrimination based on race, creed, color, sex or national origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of communication capability provided by requestor: <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> Podium <input type="checkbox"/> PowerPoint <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Other (specify):
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Suspense (Due) Date:	Comments from requestor:
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