



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) 895-2019

This form supersedes all other forms. Current as of September 2025.

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:	Civilian
	Military ☐ OCPs (Working Uniform) ☐ Blues (Button down shirt, no jacket) ☐ Service Dress (Coat and tie) ☐ Mess Dress (formal, evening wear)	☐ 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):
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Suspense (Due) Date: Comments from requestor: