



SPEAKERS BUREAU REQUEST WORKSHEET



Holloman Air Force Base

INSTRUCTIONS: SUBMIT COMPLETED WORKSHEET TO HOLLoman AIR FORCE BASE PUBLIC AFFAIRS COMMUNITY ENGAGEMENT FOR ROUTING AND APPROVAL. PLEASE SUBMIT REQUESTS NO EARLIER THAN 90 DAYS PRIOR TO AN EVENT AND NO LATER THAN 30 DAYS

REQUESTOR 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: