



19th Airlift Wing Public Affairs Guest Speaker Request Worksheet



Event Information	
Event Name:	Event Date:
Event Host or Sponsor:	Event Start Time:
Event Location: (name of facility with specific information to include address, city, parking arrangements, etc.)	
Speech Topic Requested:	
Requester's (point of contact's) name and full mailing address:	Telephone number (w/area code) ()
	Cell phone (w/area code) ()
	Fax Number (w/area code) ()
	E-mail address
Nature and purpose of event:	Approximate size and make-up of the target audience:
Format of the Event:	Physical setup of the location: (theater seating, table seating, lecture style setup of chairs, audience standing, etc.)
Elected Officials Attending: Yes / No Does the event include current or prior Federal, State, or Municipal elected officials? If so, please provide the following information. Fully identify each elected official (visitor) to include: 1. Full name and title of the individual 2. Elected position they currently hold or previously held 3. City, county, or state the individual represents/represented	Foreign Visitors Attending: Yes / No Does the event include any Foreign Visitors (non US citizens)? If so, please provide the following information. Full identify each foreign visitor (non US citizen) to include: 1. Name, rank (if applicable), nationality, date of birth, passport number 2. Organization or business affiliation 3. Name of organization/person hosting their visit to the US
Podium & Audio/Visual Equipment Available on site: Podium: Yes / No A/V equip Yes / No	Equipment Required (if available for the speaker to bring): Laptop computer for presentation: Yes / No Projector Screen: Yes / No Projector: Yes / No
Media Coverage: Yes/No Will the event be covered by the media? If yes, please inform if it will be Local, National, or International Media to include print, radio, and television	Will this event include or support any political and/or fundraising agenda? Yes/No If yes, then the 19th Airlift Wing Staff Judge Advocate (legal office) will need to be consulted for their coordination and approval to ensure the an Air Force member representing the Air Force in an official capacity will not violate any federal law and DoD or Air Force directives.
Background Information about your group (listing alternate points of contact, group's organizational history if any, etc.)	

This completed form and additional documentation can be e-mailed to 19awpaleadership@us.af.mil