



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 55TH WING (ACC)
OFFUTT AIR FORCE BASE, NEBRASKA



SPEAKER REQUEST FORM

INSTRUCTIONS: E-mail completed worksheet to David Hopper, 55th Wing Public Affairs Community Engagement for routing and approval at david.hopper.1@us.af.mil. Submit requests no later than 30 days prior to the event. For more information, call 402-294-3663.

REQUESTOR INFORMATION

Name/Title/Organization:

Email:	Office Phone:	Cell Phone:
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EVENT INFORMATION

Name of Group/Organization:

Event Location (<i>Address/Building Name</i>):	Event Date & Time:	
Parking Available?	Style: (Keynote/Panel/Presentation)	Speech length requested?
Estimated Group Size:	Average age group:	Will there be a live Q & A? (How long?)
Rank preference?	Is audio/visual equipment available?	Today's Date (i.e., date request submitted):
Logistics:	Cost to attendees?	Previous speakers?
DV's in attendance? (please provide biography)	Event name:	Recommended uniform/attire?

Please state the topic your group would like covered:

Inclement weather plan:	Yes No
	Will event be recorded?
	Is a meal being served?
Please attach a schedule of events and DV Biographies when submitting this form.	

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 55 WG/PA COMMUNITY ENGAGEMENT)

55th WG/PA Community Engagement Approval/Notification to Requestor Complete:	PA Name/Rank/Phone:
	Date:

Speaker assigned for the event:

Final Disposition:

Please submit your request form to your point of contact or the email below to initiate the process 55wg.pa@us.af.mil
 Please allow three business days for a reply. If you have not received a response within the three days, please call 402-294-3663.