



432ND WING SPEAKER REQUEST FORM



Requester's Name		DATE of this request	
Name of Event <u>AND</u> Group/Org Hosting			
Requester Cell & Work Phone		Requester Email Address	
Has the event been DoD/AF approved?	Yes/No	Purpose of Event	
Is the event related to fundraising/ membership?	Yes/No		
Are you requesting the speaker be in uniform?	Yes/No		
Is there an admission fee for the speaker?	Yes/No		
Is there an admission fee for attendees?	Yes/No		
Requested Topic for Speaker (please be specific)			
Are you requesting a physical (PowerPoint) or strictly verbal presentation?			
Will equipment be provided for presentation (Laptop, Audio, etc.)? To what extent?			
Duration of presentation/speech requested? (Ex. 10 minutes)		Event Location & Parking	
Who is the event open to? (General public, members only, etc.)		Event Dates/Time *please annotate date/time speaker would be presenting	
Number and make-up of Audience/Conference Attendees *please annotate and identify any VIPs or media (local, national, international, freelance)			
Will Media be attending? Which outlets? (Ex. ABC, FOX 5, KTNV 13)		Any VIP or Distinguished Visitors? *please name if able	

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Are you offering/providing the following (if yes, include cost for each category):	
- Transportation to and from event?	
- Lodging? If so, where?	
- Compensation for the appearance?	
- Meals?	
-Other associated costs? (events, accommodations, etc.)	

Requesters must complete the above 432nd Wing Speaker Request Form and contact Creech public affairs by phone or email at **least 45 days** prior to requested visit date. Speaker approval requires a legal review and is determined by several factors to include mission requirements and the volume of requests received, not all requests can be accommodated.

Per AFI35-105 Para 25, participation must not interfere with assigned duties, remarks must be confined to subjects within speaker’s purview, views expressed must be nonpartisan, participation cannot imply Air Force sponsorship and participation cannot violate DoD 5500.7-R, *Joint Ethics Regulation*.

Please submit the information requested to:

Email: 432wg.pa@us.af.mil

Phone #: 702-404-1618 **(Please include the dates of your engagement and your group name in the subject line)**

Internal Use Only: Approved Disapproved Pending

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