

Whiteman Air Force Base Speaker's Request Form

Please complete the yellow fields on this form and return it to the 509th Bomb Wing Public Affairs Office no later than one month prior to your speaking event. Forms may be e-mailed to 509.bw.pa@us.af.mil or send via fax to 660-687-7948. For more information, call 660-687-6126.

*****SPEAKERS ARE SUBJECT TO CANCELLATION DUE TO WEATHER OR OPERATIONAL REQUIREMENTS*****

Request Submit Date:		Event Address: <i>City, State, Zip</i>																					
Event Title:																							
Event Date:		Event Time																					
Point of Contact Name:		Estimated Number in attendance:																					
POC E-mail Address:		Audience Make up: <i>Retirees, Students, etc.</i>																					
POC Business Phone:																							
POC Cell Phone:		Distinguished Attendees:																					
POC Other Phone:																							
POC Mailing Address: <i>City, State, Zip</i>		Does sponsoring organization exclude any persons from its membership or practice any for of discrimination based on race, creed, color, sex, or national origin?																					
Org. Sponsoring Event:																							
Obj. of Event:		Purpose of Air Force Participation:																					
Time Allotted for Presentation:		Will Media be Present? <i>If so, please specify type and who.</i>																					
Type of Air Force Speaker or Topic Requesting: <i>Please be as Specific as Possible</i>		Will other members of the Armed Forces be present? <i>If so, please specify.</i>																					
		Is this event being used to raise funds for any purpose? <i>If so, please specify.</i>																					
Type of Communication Support:		Additional Comments:																					
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">TV</td> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">Power Point</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">VCR</td> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">Projector</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">DVD</td> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">Screen</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">Podium</td> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;">Microphone</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></td> <td style="padding-left: 5px;"><i>Other:</i></td> <td></td> <td></td> </tr> </table>			TV		Power Point		VCR		Projector		DVD		Screen		Podium		Microphone		<i>Other:</i>				
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