



SPEAKER REQUEST

Laughlin Air Force Base



INSTRUCTIONS: Email the completed form to the Laughlin AFB Public Affairs Community Engagement team for routing and approval. Please submit requests **no earlier than 90 days and no later than 30 days prior** to the event.

REQUESTER INFORMATION

Name/Title/Organization:

Email:

Primary Number:

Alternate Number:

EVENT INFORMATION

Name of Event:

Name of Group/Organization:

Event Location (venue name/address):

Event Date (mm/dd/yyyy) Time (h:MM tt):

Estimated Audience Size:

Media Coverage (select highest):

VIPs in Attendance:

Audio/Visual Equipment:

Indoor/Outdoor:

Dress Code:

Is this event free and open to the public? If no, please explain:

PURPOSE OF EVENT AND SPEAKER JUSTIFICATION

Please provide a brief description of your event, and why you are requesting an Air Force speaker.

SPEAKER AND TOPIC PREFERENCES

Preferred Topic(s):

Preferred Speaker:

Assigned Speaker (Rank/Name/Unit):

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY NELLIS AFB PUBLIC AFFAIRS COMMUNITY ENGAGEMENT)

Sign when PA notification to the requester has been completed:

Final Disposition:

Email completed form to:
Laughlin AFB Public Affairs Community Relations with "Speaker Request Form" in the subject line.
47FTWPA.communityrelations@us.af.mil