

# 28TH BOMB WING PUBLIC AFFAIRS Request for Support Form

\*Please fill out completely and send back to: [28bw.publicaffairs@us.af.mil](mailto:28bw.publicaffairs@us.af.mil), [alejandra.angarita@us.af.mil](mailto:alejandra.angarita@us.af.mil); [hannah.malone@us.af.mil](mailto:hannah.malone@us.af.mil)

Call Public Affairs at (605) 385-5056 to confirm the request was received.

## **REQUESTING ORGANIZATION**

Name of Organization:

Physical Address:

City:                                State:                                Zip Code:

Mailing Address (if different from above):

Website (if applicable):

## **REQUESTOR**

POC (name, title/position):

Email Address:

Work/Home Phone Number:

Cell Phone:

## **REQUEST DETAILS**

Type of Support Requested:

Speaker       Base Representative       National Anthem Singer       Volunteers

Identify if Specific Individual/Squadron/Program: \_\_\_\_\_

Grade/Rank of Speaker Desired:

Attire:

Uniform of the Day (OCPs or Flight Suit)       Service Dress       Mess Dress       Business Casual

## **EVENT DETAILS**

Event Date & Time:

Location (include physical address):

City:                                State:                                Zip Code:

Driving Directions from Ellsworth:

Event Description:

Flow of Events:

Expected Attendance:

Is any type of advanced publicity planned? If yes, please explain:

Do you require a short biography? If yes, what is the deadline and where should it be sent?

Media Coverage Expected: Yes \_\_\_\_\_ No \_\_\_\_\_

## **SPEAKER REQUEST (if applicable)**

Speech Topic:

Speech Duration:

Audiovisual Support Available:

Other Speakers or Distinguished Visitors:

## **SPECIAL INSTRUCTIONS**

**Special Instructions** (*parking, social hour, etc.*):

- What time does the base representative need to be in place?
- Where should they park?
- Who is meeting/greeting the base rep?
- What is their cell phone number?
- If this is a parade, what is the parade/event route?
- If parade, do they need to bring candy?
- If a parade, what type of vehicle will the base rep be in/on?
- Who is the POC for that vehicle?

**Any Additional Info:**

**Date Request Submitted:**

**Date Received/Confirmed:**