

# 28TH BOMB WING PUBLIC AFFAIRS Speaker Request Form

\*Please fill out completely and send back to: [28bw.public.affairs@us.af.mil](mailto:28bw.public.affairs@us.af.mil) and [steven.merrill.5@us.af.mil](mailto:steven.merrill.5@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:                       Can Speaker's Family Attend?

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

Speech Topic:

Speech Duration:

Audiovisual Support Available:

## **EVENT DETAILS**

Event Date & Time:

Location (include physical address):

City:                                      State:                                      Zip Code:

Driving Directions from Ellsworth:

Event Description:

Flow of Events:

Other Speakers or Distinguished Visitors:

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

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?

Professional or Family Photo?

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

Date Request Submitted:

Date Received/Confirmed: