



## SPEAKER REQUEST

Nellis Air Force Base



**INSTRUCTIONS:** Email the completed form to the Nellis 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:

#### Contact Us:

Nellis AFB Public Affairs  
Community Engagement  
4430 Grissom Ave, Suite 107  
Nellis AFB, NV 89191  
702-652-2750

#### Email completed form to:

Nellis AFB Public Affairs  
Community Engagement  
[57WG.PA.CommunityEngagement@us.af.mil](mailto:57WG.PA.CommunityEngagement@us.af.mil)