



SPEAKERS BUREAU REQUEST WORKSHEET



Nellis Air Force Base, Creech Air Force Base and the Nevada Test & Training Range

INSTRUCTIONS: SUBMIT COMPLETED WORKSHEET TO 99 AIR BASE WING PUBLIC AFFAIRS COMMUNITY ENGAGEMENT FOR ROUTING AND APPROVAL. PLEASE SUBMIT REQUESTS NO EARLIER THAN 90 DAYS PRIOR TO AN EVENT AND NO LATER THAN 30 DAYS PRIOR TO AN EVENT.

REQUESTOR INFORMATION

Name/Title/Organization:

Email:

Office Phone:

Cell Phone:

EVENT INFORMATION

Name of Event:

Name of Group/Organization:

Event Location (venue name/address):

Event Date/Time (m/d/yy h:mm):

Estimated Audience Size:

Media Coverage (select highest):

VIPs in Attendance:

Audio/Visual Equipment:

Indoor/Outdoor:

Dress Code:

PURPOSE OF EVENT AND SPEAKER JUSTIFICATION

Please state event's nature and context, including audience composition, whether the event will be free/open to the public, and why you are requesting an Air Force speaker:

SPEAKER AND TOPIC PREFERENCES

Preferred Topic(s):

Preferred Speaker Rank:

Preferred Speaker Occupation:

Preferred Speaker Unit:

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 99 ABW/PA COMMUNITY ENGAGEMENT)

Initial PA Approval For Support (does not guarantee support):

PA Name/Rank/Phone:

Date:

Speaker Acceptance (sign, indicating intent to support):

Name/Rank/Unit/Phone:

Date:

PA Security and Policy Review of Speaker's Presentation Completed; if applicable:

PA Name/Rank/Phone:

Date:

PA Notification to Requestor Completed (may complete prior to S&PR):

PA Name/Rank/Phone:

Date:

Final Disposition: