



# 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:	Today's Date (mm/dd/yyyy):
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### EVENT INFORMATION

Event Name:

Name of the Group/Organization hosting the event:

Event Location (venue name/address - street, city, state, zip code):	Event Date (mm/dd/yyyy): Time (h:MM tt):
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Estimated Audience Size:	Media Coverage (select highest):	VIPs in Attendance:
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Audio/Visual Equipment:	Indoor/Outdoor:	Dress Code:
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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. If there is a preferred duration for the speech/presentation, please explain here:

### 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)