



Military Support Request Form

Nellis Air Force Base, Nevada



INSTRUCTIONS: Email the completed Form to the Nellis AFB Public Affairs Community Engagement team for routing and approval.
Please submit requests **no later than 30 days prior** to the event and **no later than 45 days** for large-scale events.

REQUESTER INFORMATION

Name (Last, First, MI)	Title	Organization
Email:	Primary Phone:	Today's Date (mm/dd/yyyy):

EVENT INFORMATION

Event Name:	Event Date (mm/dd/yyyy):	Start Time:	End Time
Venue name and address (street, city, state, zip code)			Type of Engagement:
Support/Participation requested:	Dress Code:	Media coverage (Select highest):	Audio/Visual Equipment:
Event Sponsor/Organizer:	Is the event sponsor 501(c)(3) tax exempt?	Estimated # of attendees:	

Who is expected to attend? Check all that apply.

Academia Industry
Celebrity/Professional Athlete State/Local Government Legislative Branch Other: _____

Do any of the following apply to your event? (Select all that apply):	Can invitee(s) bring guests?	If yes, how many?
Fundraising Political Religious Ideological N/A		

Is this event free and open to the public? (If not, please explain):	Is there any charge to the military member? (admission, meal, parking, etc.):
_____	_____

If free attendance is offered to participating DoD personnel, provide the total value of each gift provided (ex: admission- \$20, meal- \$10, parking- \$5, etc.).
Please note, an Offer of Gift letter may need to be completed in addition to this form.

If free attendance is offered to participating DoD personnel, is an entity other than the event sponsor/organizer paying costs? If so, provide entity name and costs paid.

PURPOSE AND JUSTIFICATION

Please state the purpose of your event and a brief explanation of the type of Nellis AFB participation/support requested. For speaker requests, provide preferred topics of interest and preferred duration for the speech/presentation. If you answered 'other' to any of the questions above, please provide a brief explanation here.

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY NELLIS AFB PUBLIC AFFAIRS COMMUNITY ENGAGEMENT & USAFWC JUDGE ADVOCATE)

Assigned PA Community Engagement POC/Coordinator:	PA Comments:
USAFWC JA Review Completed (If applicable):	
Sign when PA notification to requestor 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