



**94TH AIRLIFT WING
PUBLIC AFFAIRS OFFICE
SPEECH REQUEST**

Date of Event: _____ Times: _____

Date Request was Received: _____

Group Requesting Speech: _____

POC: _____ Phone: _____

Email: _____

Event Address: _____

Topic: _____

Audience Type: _____

**Remarks (your opportunity to tell us about your event's goals
Or if you would like to request a specific person)**

Will there be media in attendance? _____

Requirements: Speaker _____ Representative _____ Display _____

OFFICE USE ONLY

DATE

ACTION

Request a letter before booking

Request map & directions

Schedule speaker

Name & Organization: _____

Phone: _____

Fax: _____

Send letter (e-mail) to speaker with details of request

Schedule transportation (Dobbins Motor Pool 5-3667)

Contact speaker at least 1 day prior to event to finalize arrangements

Place request in Public Affairs COMREL binder

Notes
