

SPEAKER REQUEST FORM

ILLINOIS NATIONAL GUARD

Please forward all requests to: Public Affairs Office
ATTN: Community Relations
1301 N. MacArthur
Springfield, IL 62702-2399
Email: ng.il.ilarnng.list.staff-pao@mail.mil
Office: (217) 761-3569
Fax: (217) 761-2988

NOTE: REQUESTS MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO EVENT TO BE PROCESSED (per Chief of Staff Memo dated June 10, 2014)

Requestor:

Name _____ Date of Request _____

Organization _____ Email Address: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone Number () _____ - _____ Point of Contact (if other than requestor) _____

Specific Person/Unit Requested to Speak (if any) _____

Last Possible Date to Secure Support _____

Event Details:

Date of Event _____ Time _____ to _____

Location (street address or other specific assembly area) _____

City _____ State _____ Zip Code _____

Purpose of event _____

Subject/duration of speech _____

Audience size: _____

Uniform Soldier/Airman need to wear (circle or highlight one)
Dress Uniform (*more formal*) OR Fatigues (*camouflage*)

Background Info on your organization: (explain military tie to your event---feel free to attach more information)

By signing this, you acknowledge that this event is not a fundraiser, not affiliated with marketing of a business/organization, and not political in nature.

SIGNED _____ DATE _____

****For more information on the Illinois National Guard log onto
www.facebook.com/illinoisnationalguard or www.il.ngb.army.mil**