

Maxwell Air Force Base Speaker Request Form

Send the completed form at least 30 days in advance of the event to
maxwellpublicaffairs@us.af.mil

Name of the event?: _____

Requesting Organization: _____

Event date: _____ Event time (from-to): _____

Primary Point of Contact (POC): _____

Primary POC phone#: _____ Primary POC email: _____

Alternate POC, if one: _____

Alt POC phone#: _____ Alt POC email: _____

Event address: _____

Event sponsor, if different than Requesting Organization: _____

Is this a fundraising event? (Y/N): _____

Is there an admission fee for the event? (Y/N): _____

If the requested speaker/attendee will be provided a gratuitous meal, what is the estimated cost of the meal? _____ (Enter N/A if a meal is not part of the program)

Expected audience make up and number:

Requested speaking topic: _____

Expected length of speech (mins): _____

If speaker requests it, is audiovisual equipment available? (Y/N): _____

Available audiovisual equipment: _____

Is media expected to cover the event? (Y/N): _____

Is event audience limited (i.e., not open to the general public)? (Y/N) _____

Does the sponsor/host discriminate in membership or practices based on race, creed, color, sex, national origin or religion? (Y/N): _____

Add any other details not addressed above: _____

Note: Payment or honoraria cannot be accepted for making an official on- or off-duty public appearance or speech done as part of official duties.