



96TH TEST WING SPEAKER REQUEST FORM

Instructions: Please provide the below details which will help us identify a speaker that will meet the needs and expectations of the event. Email completed forms to 96TW.PA.OfficeMailAccount@us.af.mil 30-90 days ahead of requested speaker date. Submission of request does not guarantee approval.

REQUESTER INFORMATION

Name:		Today's date:
Title/Position:	Organization:	
Email:	Phone:	

AUDIENCE INFORMATION

Describe the audience:
Expected number of attendees:
Invite list or open to the public:
VIPs invited/expected to attend:

EVENT INFORMATION

Event name:	Type of event:
Organization hosting event:	
Event date:	Event start/end time:
Event address:	
Describe venue:	
Purpose of event:	
Event sponsors:	
Are refreshments/meal included in this event:	
Will there be additional speakers?	If yes, please name/describe the additional speakers:
Will media be invited/present:	

SPEAKER INFORMATION

Please list any specific people you would like to request as speaker:	
<i>OR</i> What type of speaker are you requesting (select all that apply): Wing Leadership Group Leadership	
Squadron Leadership Officer Enlisted Civilian Tenant unit	
Other:	
Speech topic:	
Speech length:	Audio/visual supports: