

934th Airlift Wing

Minneapolis-St. Paul Air Reserve Station

Speaker Request Form

The 934th Airlift Wing plays a vital role in our nation's defense. An important part of the wing's community outreach program is our "Speaker's Bureau" program. This program is designed to provide guest speakers from various military career fields to eligible groups and schools to increase awareness of the U.S. Air Force, U.S. Air Force Reserve and 934th AW. Speech requests must be scheduled at least 30 business days in advance. If your group or organization is interested in a guest speaker from the 934th AW, complete this form and fax it to (612) 713-1229 or e-mail it to 934aw.pa@us.af.mil.

Name of group: _____ Today's date _____

Specific reason/name of event (e.g. patriotic, education, aviation, Veteran's Day, etc.)

Primary point of contact name: _____

Point of contact phone number: _____

Point of contact e-mail address: _____

Approximate # of People who will attend the event _____ Age range _____

1st Choice of date: _____ 2nd Choice of date: _____

Start time: _____

Start time: _____

End time: _____

End time: _____

Speech topic: _____

Time allotted for speaker: _____ (minutes)

Please check the items that are available at the speech location:

Public address system

Projector screen

Projector

Computer

DVD player

Microphone

Podium

NOTE: This form is used strictly to gather information about group needs and is not a guarantee that a speaker will be available or granted. While the Air Force values its community relations, the mission comes first and speaking engagements might be rescheduled without notice.

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