



166th Airlift Wing

Speaker Request Form

New Castle Air National Guard Base, Del.

Thank you for your interest in the 166th Airlift Wing's Speakers Bureau. Our goal is to offer knowledgeable, engaging speakers who can discuss a wide variety of topics within the community. Whether you need a dynamic keynote speaker to kick off a special event or want to learn more about the Air National Guard, we have a presentation for you.

It's never too early to begin planning your event, and we want to be a part of the plan. Please complete the attached forms and send to the 166th Airlift Wing Public Affairs Office at least 30 days prior to the event date(s).

The information requested is required to evaluate the event appropriateness and compliance with the Department of Defense policies and for coordination with units/personnel involved. Please note that the 16th Airlift Wing's potential participation cannot be used in advertisements.

If your request is approved, then group's point of contact must submit an agenda and RSVP to our office 72 hours prior to the event. For events occurring off the instillation, please provide complete and accurate directions to the event site as well as a map/line drawing.

Please have the event point of contact review and sign the following:

I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the 166th Airlift Wing Public Affairs Office will contact me to discuss the request prior to any commitment.

My signature certifies that I understand the requests are evaluated based on the needs of the 166th Airlift Wing. Completing this form does not confirm or guarantee approval or support. I also understand there is always the possibility that operational commitments may preclude an approved request and a scheduled appearance may be canceled on short notice due to the needs of the 166th Airlift Wing and mission requirements.

Printed Name

Signature

Date

166th Airlift Wing Public Affairs Office • 2600 Spruance Drive • New Castle, DE 19720

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