



166th Airlift Wing

Speaker Request Form
New Castle Air National Guard Base, Del.

The 166th Airlift Wing Speakers Bureau is comprised of Airmen of all ranks across various AFSC's who volunteer their time to speak within the community. Most requests for speakers come from the area schools and civic organizations. Our Speakers Bureau can be a valuable resource for your club or organization to learn more about the 166th Airlift Wing, Air National Guard and Airmen who perform the mission.

If you'd like to request a military speaker for your event, please fill and return this form via e-mail to 166.aw.pa.publicaffairs@us.af.mil. Please follow your request with a phone call to (302) 323-3408 to ensure receipt.

If you have any questions, please contact the Public Affairs office at (302) 323-3408.

Requestor Information

Group Name:

Point of Contact Name:

Point of Contact Phone #:

Point of Contact E-mail:

Event Information

Event Date:

Event Time:

Event Location and Address:

Length of Speech/Presentation:

Topic of Speech/Presentation:

Number in Group:

Adults:

Minors (11-18):

10 and Under:

Yes No

Will there be A/V equipment (computer, TV or projector) available for the speaker?

Please describe the event and requirements for the speaker:

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

Phone: (302) 323-3408 • **E-mail:** 166.aw.pa.publicaffairs@us.af.mil



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Frequently Asked Questions:

1.) Is there a fee for your speakers?

No. Our Speakers Bureau is a free service offered to the community at large. However, the requesting organization may offer to cover either travel or meal costs when applicable.

2.) Can General Officers speak at my event?

Absolutely! General Officers from the Delaware Air National Guard are actively involved with the community. When their mission and availability allow, they may participate in public speaking. We also have many other Airmen and civilian volunteers that we can recommend for your event.

3.) Do you only offer military speakers?

No. We have many civilian employees who offer to volunteer their time and expertise to the Speakers Bureau.

4.) What kinds of topics do speakers from the 166th Airlift Wing typically discuss?

Our list of topics and speakers continually change and grow. If you do not see your topic listed or are not sure what topic would best fit your group or organization, please give us a call. We look forward to helping you with your event!

Doing Business with the Government
Crisis Response
Education
Equal Employment Opportunity
General Air National Guard Topics
Human Resources
Public Affairs
Leadership
Logistics
Aircrew
Law Enforcement
Firefighting
Military Holidays
Research and Development
Service to the Nation
Volunteerism



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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 166th 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 installation, 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

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