

PUBLIC AFFAIRS OFFICE
Fort Rucker, Alabama
United States Army Aviation Center of Excellence

Community Relations Office
(334) 255-2474 (Office)
usarmy.rucker.usag.mbx.atzq-pao@mail.mil

REQUEST FOR GUEST SPEAKER

This form is used to request speakers for civilian organizations. The information is required to plan and coordinate the necessary support requirements.

1. Sponsoring Organization: _____
Organization is (Check One):
Government: Fraternal: Educational:
Civic: Other (Specify): _____

2. Does the sponsorship organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color or national origin?

Yes No

(If yes, please explain):

3. Date you need speaker: _____

4. Location of the meeting (Please be specific):

5. Time the meeting begins: _____

6. Time the meeting ends: _____

7. Sponsoring organization point of contact:

8. Point of contact phone (please include office and home/cell phone numbers):

9. Point of contact mailing address:

10. Number of attendees (Note: We will not provide speakers for groups of less than 25 persons):

11. Topic: Do you want the speaker to address a certain topic?

Yes No

If so, what is the topic?

12. Will a meal be provided free of charge for the speaker?

Yes No Cost of meal: _____

13. If the speaker brings his/her spouse, will a meal be provided free of charge for the spouse?

Yes No Cost of meal: _____

14. Are media expected to attend? If so, which media?

15. Are any VIPs expected to attend? Any military representatives (active duty, reserves or retirees) above the rank of Lieutenant Colonel?

Yes No

Signature of Event Sponsor

Date

PLEASE RETURN COMPLETED FORMS TO:

EMAIL ADDRESS:

usarmy.rucker.usag.mbx.atzq-pao@mail.mil

MAILING ADDRESS:

Public Affairs Office
Attn: Community Relations Officer
6th Avenue and Shamrock Street, Building 131
Fort Rucker, Alabama 36362

FAX:

(334) 255-1004

QUESTIONS:

If you have any questions, please call the Community Relations Office at (334) 255-2474 or email usarmy.rucker.usag.mbx.atzq-pao@mail.mil