



# Moody Air Force Base Personnel Request Form



**I. Sponsoring organization:** \_\_\_\_\_  
Requester name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**II. Event Name:** \_\_\_\_\_  
Date: \_\_\_\_\_ Event will begin at: \_\_\_\_\_ Event will end at: \_\_\_\_\_  
Place (name, address & city) \_\_\_\_\_

\*If location is outside the local area, please attach online map with a starting location of Moody AFB, 31699.

**III. Speech:**  
Subject desired: \_\_\_\_\_ Time allowed: \_\_\_\_\_  
Will there be a question & answer period after speech? \_\_\_\_\_  
Are props desired? \_\_\_\_\_

**IV. Speaker:**  
Rank or duty description desired: \_\_\_\_\_  
Suggested dress: (formal or casual) \_\_\_\_\_  
Can the speaker bring his or her spouse/family? \_\_\_\_\_

**V. Details of the program:**  
Other speakers: (List in order of appearance; include speech subject and speech length) \_\_\_\_\_  
\_\_\_\_\_

Event agenda: \_\_\_\_\_  
Will there be a meal? \_\_\_\_\_ If yes, will the speaker (and spouse) have to pay? \_\_\_\_\_

**VI. Audience:**  
Estimated size: \_\_\_\_\_  
Composition of audience: (businessmen, teachers, general public, etc.) \_\_\_\_\_  
\_\_\_\_\_

**VII. Publicity:**  
Will the event be open to the news media? \_\_\_\_\_ If so, are news media expected to attend? \_\_\_\_\_  
Will the speech be broadcast? \_\_\_\_\_  
Will the speech be taped, filmed or otherwise recorded? \_\_\_\_\_

**VIII. Equipment:**  
Will sponsoring organization provide screen, projector, television set, and/or video cassette recorder, if required?  
\_\_\_\_\_

**IX. Miscellaneous**  
Give any other significant information which may be helpful in the selection of an appropriate personnel. If more space is needed, use a continuation sheet.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Policy:

- Any organization, group or individual can request an Air Force speaker. This includes community groups, business organizations, industry associations, as well as schools of all levels.
- We are restricted from participating in fundraising events and political activities.
- Once we provide a speaker, all outstanding arrangements must be made between the organization and the guest speaker.
- If the speaker must cancel, the organization is responsible for contacting Moody Public Affairs to re-submit a request.

Requesting a speaker for an event:

- Public Affairs must receive a complete speaker request form at least two to four weeks prior to the requested event.
- Speaker requests will not be approved/coordinated until a completed speaker request form is received.
- If Public Affairs hasn't confirmed receiving your request within a week of submission, please follow up by phone, (229) 257-3395, or by email, 23wg.pa@us.af.mil. Sending/receiving a request does not confirm a speaker to your event.
- **MOODY RESERVES THE RIGHT TO CANCEL A SCHEDULED SPEAKER AT ANY TIME DUE TO MISSION REQUIREMENTS.**