

# Hancock Field Air National Guard Base

## Request for Speaker

Requestors should contact the 174<sup>th</sup> Fighter Wing Public Affairs Office by email or phone at least 30 days prior to the engagement. This will allow us time to locate the best speaker for your event. Please include the names of any VIP's who may be in attendance (i.e., elected officials, community leaders, other military officials). Unfortunately, due to our mission and the volume of requests we receive, all requests may not be able to be accommodated. In addition, all speaking engagements must fit into the guidelines set forth by Air Force Instruction 35-101.

Please print, fill out, scan and **Email** this form to: 174fw.pao.mb@ang.af.mil; or **Fax** to: 315-233-2308; or **Mail** to: 174<sup>th</sup> Fighter Wing, Public Affairs Office, 6001 E. Molloy Road, Syracuse, NY 13211

### Speaker and Contact Information:

**Organization:** \_\_\_\_\_ **Date Speaker Requested For:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_ **Audience (Size & Make-up):** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Requested Topic:** \_\_\_\_\_

### Additional Information:

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### For 174<sup>th</sup> Use

**Confirmed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_