

HANSCOM AFB - SPEAKER'S BUREAU REQUEST FORM

To assist in our efforts to provide you with the individual who will best meet your request, please complete the following information with as much detail as possible. Upon receipt, we will process your request and notify you when an individual has been selected. Please return the form, either by email (jessica.casserly@us.af.mil) or fax (781-225-2241) as soon as possible. If you have questions, please contact us at 781-225-1611.

Requestor's name and organization:

Requestor's phone number:

Requestor's email address:

Point of contact (if different from above):

Brief description of event and audience composition (children, teens, adults):

Date/Time/Location of event:

Requested topic and presentation length:

Are any members of the media (newspapers/TV/radio) expected to be in the audience?

Will you be providing audiovisual support (computer, projector, screen, etc.) if needed?

Can you support the speaker with Microsoft PowerPoint on your computer?

Directions to the location (please be specific):