

HANSCOM AFB – SPEAKER’S BUREAU REQUEST FORM

To help us match the best speaker to your request, please complete the following information with as much detail as possible. Upon receipt, we’ll process your request and notify you of our ability to provide support. Completed forms should be emailed to 66.ABG.PA.CMB@us.af.mil. Contact us at 781-225-0435 with any questions.

Requestor’s name, organization, email address and phone number:

Purpose/brief explanation of event:

Requested date and time:

Event location (please include street address):

Suggested topics or themes for the Hanscom AFB speaker:

Suggested length of speech:

Brief description of the target audience and other key personnel attending the event:

Any members of the media (newspapers/TV/radio) invited to attend/cover the event:

Available parking at the event location (e.g. reserved, metered or public open parking):