



50th Space Wing Public Affairs SPEAKERS BUREAU PROGRAM REQUEST

The Schriever Air Force Base Speakers Bureau Program is composed of military and civilian Airmen who volunteer their time to speak to the community. Off-base organizations, such as schools and civic groups, may request Schriever speakers to speak on a variety of topics such as Air Force, military, space, leadership, management, U.S. Air Force Academy, ROTC, Officer Training School, civil service, heritage, history, women in the service and more.

Policy:

- Provide as much information as possible on the below form and send the request two weeks in advance to 50swpa.workflow@us.af.mil.
- The 50th Space Wing Public Affairs office will process the request to match qualified speakers with speaking events. Once approved, the Public Affairs office will contact the requester as soon as possible.

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| EVENT/SUBJECT: | |
| DATE/TIME: | |
| LOCATION: | |
| REQUESTER/POC: (contact information) | |
| EVENT DETAILS: | |
| EVENT TOPIC: | |
| DRESS: (formal/semi/UOD) | |
| MENU: (if food is provided) | |
| COST: | |
| MEDIA: (is media participating?) | |
| OTHER NOTES: | |
| ATTACHMENTS: (Provide maps, flyers or programs if possible) | |
| For Public Affairs Only | |
| PA POC: | 50th Space Wing Public Affairs Office: (719) 567-5040, 50swpa.workflow@us.af.mil |
| APPROVE/REJECT | |
| NOTES | |