

Parent Club Speaker Request Instructions

If a Parent Club wishes to request a speaker from the U.S. Air Force Academy (USAFA) or the Association of Graduates (AOG), please fill out a Speaker Request form and send it to the USAFA Parent Liaison office either by mail (see address below) or by email to USAFA.ParentLiaison@usafa.edu

If your Club is requesting a specific speaker, please list that individual by name. The Parent Liaison will forward your request to the appropriate USAFA office or organization and provide feedback to your Club as soon as possible. Once a speaker is confirmed, the Parent Club will work with the USAFA Strategic Communications office, USAFACM.Taskers@usafa.edu, (719) 333-2401, to coordinate the specifics of the event (travel details, hotel etc.).

Parent Liaison Contact Information:

ROSE "MARIE" NIKOVITS

Parents' Liaison

Phone: (719) 333-3828 Toll Free (877) 268-3383

Fax: (719) 333-1433

Email: USAFA.ParentLiaison@usafa.edu

Mailing address:

USAFA/CM (ATTN: Marie Nikovits)

2304 Cadet Drive, Suite 3100

U.S. Air Force Academy, CO 80840

speaker requested
(be as specific as you can)

name of organization

president (and spouse, if attending)
include a complete address
and phone number

point of contact (if different than
president)
include a complete address
and phone number

hosts (if other than presidents)

If parents' club event, was AOG
Chapter/ ALOs invited

type of event

day/ date of event

Agenda

proposed subject for speaker

length of time allotted for speaker

venue

street address

city/ state/ zip code

phone number

greeter name

phone number

who introduces the speaker?

phone number

length of event (start to finish)

type of audience

(grads, parents, ALOs)

number of guests

distinguished visitor(s)

dress

meal

cost

will the following
items be present

reserved parking?

head table?

audio/ visual?

Powerpoint?

microphone?

photographer?

news media?

miscellaneous items the
speaker needs to know?

(Current as of 25 Oct 17)

Please fill out and return to:

USAFA/CM (ATTN: Marie Nikovits)

2304 Cadet Dr., Suite 3100

U.S. Air Force Academy, CO 80840

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