



HQ USAFA Engagement/Speaker Request Form

Thank you for your interest in a HQ USAFA Senior Leader for your event! We recommend submitting requests for senior leaders at least 30 days in advance to maximize the chances of participation. **Please note that not all requests can be accommodated.** Thank you for understanding!

Instructions:

1. Download a copy of this form.
 2. Please fill out this form in its entirety. The more information we have, the better we can prioritize your event with other requests.
 3. Save the completed form, then send as an attachment in an email to the following address: hq.usafa.requests@afacademy.af.edu. Please use the following for the **SUBJECT LINE** for e-mail: Engagement Request: [name of your event], [date of your event].
 4. You will get an initial received email and a member of the Headquarters USAFA team should contact you regarding this event within approximately 10 business days of receiving the request.
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Senior Leader Information

Engagement request for:

- Superintendent
- Command Chief
- Vice Superintendent
- Director of Staff

In the event your primary choice of speaker is not available, check permissible substitutions:

(Select all that apply)

- Superintendent
- Command Chief
- Vice Superintendent
- Director of Staff
- Commandant of Cadets
- Dean
- Other (explain)

Requester Information

Organization Name:

Point of Contact (POC):

POC E-mail:

POC Telephone number(s):

Event Information

Name of event: *(enter the name of the event)*

Event date:

Event Start Time:

Event End Time:

Event location: *(enter event venue and parking information; if on base, provide building name/room; if off base, provide full address & phone number of venue)*

Event background and agenda: *(provide topic/theme/purpose of event, have USAFA senior leaders participated before, etc.)*

Expected audience size and composition: *(enter audience size and composition (e.g., cadets, veterans, active military, retirees, community partners, alumni, etc.))*

DVs (military or civilian) in attendance: *(list names and titles of O-7+ (or civ equivalent) or elected officials in attendance)*

Dress code/Uniform Requirements: *(provide dress code for both military and civilian attendees)*

Spouse Attendance:

- Spouse is invited and it is customary for a spouse to attend
- Spouse is invited
- It would not be customary for a spouse to attend this event

Is this event a fundraiser?

- Yes
- No

Is this event open to the media?

- Yes
- No

Will the event be recorded?

- Yes
- No

Is anything being offered to the speaker free of charge? *(Select all that apply)*

- Nothing is being offered free of charge
- A meal
- Admission
- Gift
- Other (explain)

If anything other than “nothing” is selected above, what is being charged for others for the same item and what is the actual cost? *(provide retail and actual cost of any gifts i.e. meals, admission, gifts)*

Engagement Request Information

Type of Engagement *(Select all that apply)*

- Attendance only
- Meet and greet *(no speaking role)*
- Speaking
- Awards presentation
- Panel discussion
- Reception
- Other *(Please Explain below)*

Length of speaking role/presentation:

- Welcome remarks *(~2-5 minutes)*
- Brief remarks *(~6-10 minutes)*
- Full speech *(~ 11-20 minutes)*
- Major address *(~ 21+ minutes)*
- Other *(Please Explain below)*

Topic of speaking request: *(provide topic/theme for remarks/speech)*

Post-speaking/presenting role:

- Speaker is excused after speaking/presenting
- Please attend entire event

Due to the nature of HQ USAFA Senior Leader schedules, higher priority events arise from time to time, resulting in the cancellation of previously scheduled events. While we do our best to avoid this scenario, we strongly encourage all requesters to have a backup plan in the event the requested speaker can no longer attend. By checking the box below, you acknowledge this possibility.

- I acknowledge the paragraph above

Print Name: _____

Signature: _____

Save Document