



27th Special Operations Wing

Speaker Request



Welcome!

Thank you for your interest in requesting a speaker from Cannon Air Force Base, the home of the 27th Special Operations Wing. When we send a speaker to your event, our primary goal is to create a dialogue with you and give you insight into our roles, missions, overall capabilities, and the men and women who make up the United States Air Force.

We do our best to fulfill as many requests for speakers as possible and there is no charge for our services. However, based on mission requirements and the availability of speakers, it is possible that we may not be able to support all requests, and there exists a very slight possibility that we may have to cancel our attendance to your event at the last minute.

Any organization, group or individual can request an Air Force speaker. This includes community groups, business organizations, industry associations, as well as schools of all levels. We are restricted from participating in fundraising events and political activities.

The longer the lead time you give us, the better your chances of getting the right speaker for your event. This is particularly important for senior officers whose schedules are set months in advance. To request a speaker, please fill out the form completely and send it to us two to four weeks in advance of the speaking engagement. Missing information could result in unnecessary delays or the inability to provide a speaker. Generally, we will respond within a week of receiving your speaker request.

For additional information, contact the 27th Special Operations Wing Public Affairs office at (575) 784-4131.

Submit requests at least 2-4 weeks in advance by:

E-mail:

27SOWPublicAffairs@cannon.af.mil

Fax:

575-784-7412

(please call after 15 minutes to confirm it was received)

Mail:

27th Special Operations Wing Public Affairs

Attn: Community Relations

110 E. Sextant Ave, Ste. 1150

Cannon AFB, NM 88101



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Speaker Request

I. Sponsoring organization(s): _____
 Person to contact relative to this request (name, address) _____

 (telephone number, fax number, e-mail address) _____

II. Event Name: _____
 Date _____ Meeting will begin at: _____ Meeting will end at: _____
 Place (name, address & city) _____

If location is outside Clovis or Portales, please give directions to the meeting place from Cannon Air Force Base: _____

III. Speech:
 Subject desired: _____ Time to be allowed: _____
 Will there be a question & answer period after speech? _____
 When during the event will the speech take place (e.g., during the first hour): _____
 Please list/attach the order of events if possible: _____

IV. Speaker:
 Rank or duty description desired: _____
 Suggested Dress (formal or casual): _____
 Can the speaker bring his or her spouse/family? _____

V. Details of the program:
 Other speakers (please list in order of appearance; include speech subject and speech length) _____

 Event agenda _____

VI. Audience:
 Estimated size: _____
 Composition of audience: (businessmen, teachers, general public, etc.) _____

VII. Publicity:
 Will the event be open to the news media? _____ If so, are news media expected to attend? _____
 Will the speech be broadcast? _____
 Will the speech be taped, filmed or otherwise recorded? _____

VIII. Equipment:
 Will sponsoring organization provide screen, projector, television set, and/or video cassette recorder, if required?

IX. Miscellaneous
 Give any other significant information which may be helpful in the selection of an appropriate speaker. If more space is needed, please use a continuation sheet.

