



# Travis AFB Speaker's Request

Point of Contact:

Today's Date:

Address:

Phone:

E-mail:

Fax:

Type of Event:

Date of Event:

Requested Arrival Time:

Estimated attendance: Requested Departure Time:

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Name of Organization/Group:

Audio/Visual Equipment Available?

Yes

No

Location of Event:

Subject:

Will there be other speakers?

Type of Speaker:

Length:

Will there be any Distinguished Visitors or Media Presence?

Will there be food associated with the event? If yes, cost?

Event Itinerary (Sequence of Events):

Parking Instructions:

Additional Comments:

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Speaker's requests can be emailed to [60amwpa@us.af.mil](mailto:60amwpa@us.af.mil). For additional questions, please call Public Affairs at (707) 424-2011. Please note that mission requirements may cause speakers to cancel. Although we strive to provide as much notice regarding cancellations or replacements, this cannot be guaranteed.