



Minot Air Force Base

Speaker/Display Request Form

****Please read requirements on page 2 before submitting your request.****

I. Sponsoring organization:

Requester name:

Organization (if applicable):

Home/Office number:

Cell number:

E-mail address:

Event:

Number of People at Event:

Who is the audience?:

Slides Required:

Event Address:

Date of Event:

Speaker Arrival time:

How long is the event?:

II. What topics would you like them to speak about?

III. Who would you like to request? (Please check all that apply):

☐ 5th Bomb Wing

☐ 91st Missile Wing

☐ Both Wings

☐ Leadership/Commander

☐ Enlisted

☐ Officer

☐ Aircrew

☐ Civil Engineer/EOD

☐ Missileer

☐ Fire Department

☐ Maintenance

☐ Security Forces

☐ Other Unit/Display:

IV. Miscellaneous

Give any other significant information such as special requirements, POC to greet the individual, etc.:

Please e-mail to: v35bw.pa@us.af.mil. If you have any questions, call the Public Affairs office at 701-723-6212.

NOTE: Engagements will be considered on a case-by-case basis and support is dependent upon personnel and asset availability.

MINOT AIR FORCE BASE PUBLIC AFFAIRS RESERVES THE RIGHT TO CANCEL CONFIRMED ENGAGEMENTS AT ANY TIME DUE TO MISSION REQUIREMENTS.

Requesting a Speaker or Display:

- Public Affairs must receive a complete request form no later than 30 days prior to the requested event date.
- Engagements will not be approved/coordinated until the aforementioned request form is submitted.
- Speaker requests will be filled on a first come, first serve basis.
- If a representative from the Public Affairs office has not confirmed receipt of your request within a week please follow up by phone, 701-723-6212 or by email, v35bw.pa@us.af.mil.
- Sending a request does not confirm your requested speaker/display.
- Information that is requested by the Public Affairs office must be returned no later than two weeks prior to the event date to ensure proper coordination.