The U.S. Army Space and Missile Defense Command/Army Forces Strategic Command Speaker's Bureau is a public-outreach effort that places service members and civilian employees in speaking forums throughout the Tennessee Valley.

To request a speaker for your community event, fill out the form below. When completing the request form, please provide as much specific event information as possible, including the format of the event, the topics you wish to be covered, the make up and size of the attendees (school group, veterans reunion, business roundtable, etc) and other confirmed speakers who will be participating. Please also note if your event date is flexible to allow for greater flexibility in meeting your request.

Complete & return to: usarmy.redstone.smdc.mbx.public-affairs@army.mil. (256) 955-3887

|  |  |
| --- | --- |
| **Event:** | Click here to enter text. |
| **Request:** | Click here to enter text. |
| **Invite distribution:** | Click here to enter text. |
| **When (date/time):** | **Date:** Click here to enter a date. **Event start time:** Click here to enter text. **Speaker’s recommended arrival:** Click here to enter text. **Social Hour:** Click here to enter text. **Dinner:** Click here to enter text. **Ceremony:** Click here to enter text. **Concludes:** Click here to enter text. |
| **Where (be precise):** | Click here to enter text. |
| **Recommended Uniform/attire:** | Click here to enter text. |
| **Will media be present? If so, who?** | Click here to enter text. |
| **Sponsor/host:** | Click here to enter text. |
| **Points of contact:**  | **Event:** Click here to enter text.**SMDC PAO:** Click here to enter text. |
| **Requested topic:** | Click here to enter text. |
| **Speech length requested:** | Click here to enter text. |
| **Is speech to be followed by a question & answer period? If so, how long?** | Click here to enter text. |
| **Style: (Keynote, panel, presentation)** | Choose an item. **If other, specify:** Click here to enter text. |
| **Cost to attendees other than speaker:****Exhibitor Fees:****Specific expenses covered by organizer:  *(memento, travel expenses, meal, invitation to any reception, etc.*** | Click here to enter text. |
| **Will reserved parking be available?****If reserved parking, will the space be identified for the speaker?** **Where is parking located?****Will a parking pass be required/issued?** | Click here to enter text. |
| **Will a map be provided for event location? If not, please provide exact directions:** | Click here to enter text. |
| **Audio/visual equipment available:** | Click here to enter text. |
| **Inclement Weather Plan:** **In case of inclement weather, will event be cancelled or moved to another location? Will event time change?** **When, how and by whom will the speaker be notified?** **If event is moved, provide new address.** | Click here to enter text. |
| **How many people will be in the audience?** | Click here to enter text. |
| **Audience will consist of? Please list ages and professions of audience members.** | Click here to enter text. |
| **Speaker will be met where/by who?** | Click here to enter text. |
| **Will event be recorded?** **How will the recording be used?** | Click here to enter text. |
| **Will a meal be served during the event?**  **- If yes, please indicate menu** **- Please indicate meal cost** **-if complimentary, will a meal also be offered to speaker’s spouse/guest?** | Click here to enter text. |
| **Seating: Reserved? Location of seating (on stage/at head table)? Table companions’ names?** | Click here to enter text. |
| **Event background:** | Click here to enter text. |
| **Previous event speakers (including USASMDC/ARSTRAT speakers):**  | Click here to enter text. |
| **Who are the honored officials and guests in attendance?****Please provide their biographies** | Click here to enter text. |
| **Is a copy of the speaker’s biography requested? If so, need by date/send it to:**  | [ ]  Yes [ ]  No Date Click here to enter a date. Send to: Click here to enter text. |
| **Background information about requesting organization:** | Click here to enter text. |
| **Non-profit:** |  [ ]  Yes [ ]  No |
| **Please attach an itinerary, agenda or program if available.** | Click here to enter text. |
| **Please list any additional activities being requested of the speaker:** | Click here to enter text. |