



## U.S. Army Materiel Command Speaker Request Form



Thank you for your interest in the U.S. Army Materiel Command's (AMC) Speakers Bureau! Our goal is to offer knowledgeable, engaging speakers who can discuss a wide variety of topics with the community. Whether you need a dynamic keynote speaker to kick off a special event or want to learn more about the Army, we have a presentation for you.

It's never too early to begin planning your event, and we want to be a part of that plan. Please complete the attached forms and send to the AMC Public and Congressional Affairs Office at least 30 days prior to the event dates.

The information requested is required to evaluate the event appropriateness and compliance with Department of Defense policies and for coordination with the units involved. Please note that the Army's potential participation cannot be used in advertisements.

If your request is approved, then the group's POC must submit an agenda and RSVP list to our office 72 hours prior to the event. For events occurring off post, please provide complete and accurate directions to the event site and a map or line drawing.

**Please have the event POC review and sign the following:**

I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the Public Affairs Office will contact me to discuss this request prior to any commitment.

My signature certifies that I understand that requests are evaluated based on the needs of the U.S. Army and Redstone Arsenal. Completing this form does not confirm or guarantee approval or support. I also understand that there is always the possibility that operational commitments may preclude an approved request and a scheduled appearance may be cancelled on short notice due to the needs of the Army and mission requirements.

---

Printed Name

---

Signature

---

Date



## U.S. Army Materiel Command Speaker Request Form



### Frequently Asked Questions:

#### 1) Is there a fee for your speakers?

No. Our Speakers Bureau is a free service offered to the community at large. However, the requesting organization may offer to cover either travel or meal costs when applicable.

#### 2) Can General Officer speak at my event?

General Officers from Team Redstone are actively involved with the community. When their mission and availability allow, they participate in public speaking. We also have many other Soldier and civilian volunteers that we can recommend for your event.

#### 3) Do you only offer military speakers?

No. We have many amazing civilian employees who have volunteered their time and expertise to the Speakers Bureau.

#### 4) What kind of topics to speakers from AMC usually discuss?

Our list of topics and speakers is continuously changing and growing. If you do not see your topic listed or are not sure what topic would best fit your group/organization, please give us a call. We look forward to the opportunity to help you with your event.

- Doing Business with the Government
- Crisis Response
- Education
- Equal Employment Opportunity
- General U.S. Army Topics
- Human Resources
- Leadership
- Logistics
- Material Management
- Military Holidays (Memorial Day, Veterans Day)
- Research and Development
- Service to the Nation
- Supply Chain Management
- Support to the Soldier
- Team Redstone
- Volunteerism



# U.S. Army Materiel Command Speaker Request Form



1. TITLE OF EVENT:			2. SPONSORING ORGANIZATION:			
--------------------	--	--	-----------------------------	--	--	--

3. DATE OF EVENT:	4. TIME OF EVENT:	5. SPEAKER ARRIVAL TIME:	6. TIME OF PRESENTATION:	7. LENGTH OF PRESENTATION:	
-------------------	-------------------	--------------------------	--------------------------	----------------------------	--

8. ADDRESS OF EVENT (Street, City, State, ZIP Code):

9. NAME OR TYPE OF SPEAKER REQUESTED AND WHY: *(EX. Position, Age, Gender, etc.)*

10. REQUESTED TOPIC:	11. DEADLINE TO CONFIRM SPEAKER:
----------------------	----------------------------------

12. ARE THE SPEAKER'S BIO AND PHOTO NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	13. HAS A TEAM REDSTONE REPRESENTATIVE PREVIOUSLY SPOKEN AT THIS EVENT: <input type="checkbox"/> YES <i>(Who &amp; When)</i> _____ <input type="checkbox"/> NO
---	---

14. AUDIENCE COMPOSITION:

POLITICIANS     VETERAN'S ORGANIZATION     RETIRED MILITARY     ACTIVE MILITARY     JROTC     EDUCATORS     STUDENTS

INDUSTRY PROFESSIONALS (SPECIFY) \_\_\_\_\_     CIVIC ORGANIZATION (SPECIFY) \_\_\_\_\_

OTHER \_\_\_\_\_

15. EXPECTED ATTENDANCE:	16. DRESS CODE FOR THE EVENT:	17. WILL A RESERVED PARKING SPACE BE PROVIDED: <input type="checkbox"/> YES <input type="checkbox"/> NO
--------------------------	-------------------------------	--

18. MEDIA BEEN INVITED: <input type="checkbox"/> YES <input type="checkbox"/> NO	19. PRESENTATION BE RECORDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	20. OPEN TO THE PUBLIC: <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---	---

21. EVENT BEING USED TO RAISE FUNDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	22. CHARGE FOR THE EVENT: <input type="checkbox"/> YES \$ _____ <input type="checkbox"/> NO	23. ORGANIZATIONAL WEBSITE:
--	--	-----------------------------

24. AUDIO-VISUAL EQUIPMENT AVAILABLE:

LAPEL MICROPHONE     PODIUM     PROJECTOR     COMPUTER W/ POWERPOINT SOFTWARE     DVD PLAYER     WIFI

25. BACKGROUND INFORMATION ABOUT EVENT / ADDITIONAL DETAILS:

26. EVENT AGENDA / TIMELINE:

NAME OF EVENT POINT OF CONTACT: \_\_\_\_\_

AFFILIATION WITH GROUP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

COMPLETED FORM MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT DATE  
TO THE U.S. ARMY MATERIEL COMMAND PUBLIC AFFAIRS OFFICE  
AT [USARMY.REDSTONE.USAMC.MBX.PUBLIC-AFFAIRS@MAIL.MIL](mailto:USARMY.REDSTONE.USAMC.MBX.PUBLIC-AFFAIRS@MAIL.MIL)  
PHONE: (256) 450-9079 FAX: (256) 450-8838