

Davis-Monthan AFB Event Request Form

1. Name of Requestor:
2. Phone:
3. Email:
4. Organization:
5. Description of organization:
6. Requested date/time:
7. Event title/purpose:
8. Total number of participants:

Describe what support you are requesting from DM (honor guard, base tour, guest speaker, etc.). *If you are requesting a tour or guest speaker, please let us know what you are most interested in seeing or hearing about.*

If your request is for an off-base location, please list the location (*accommodation will be dependent on mission requirements and availability*)

Please select “yes” or “no” to the following questions:

- a. Is this intended for the purpose of soliciting votes for a political election?
- b. Is this intended to provide a platform for a political message?
- c. Will participants be charged admission?
- d. Will this be used for the promotion or endorsement of the requesting group?
- e. Will this be used as an incentive for fundraising?
- f. Does the requesting organization exclude membership or participation because of race, religion, color, national origin or gender?
- g. Will any foreign nationals be participating?

The 355th Wing reserves the right to deny requests that conflict with DoD Regulation 5000.7-R, *Joint Ethics Regulation*, AFI 35-101, *Public Affairs Operations*, or AFMAN 35-101, *Public Affairs Procedures*. Please submit your request to the 355th Wing Public Affairs Office by emailing 355wgpa@us.af.mil. If you have any questions, please call (520) 228-3406, DSN 228-3406.