



San Antonio Chapter of Tuskegee Airmen, Inc.™

P.O. BOX 264 RANDOLPH AFB TEXAS 78148-0264

SPEAKER'S BUREAU REQUEST FORM

The San Antonio Chapter – Tuskegee Airmen, Inc. (SAC-TAI) Speaker Bureau is available year-round to schools, groups, researchers, and civic organizations in the San Antonio area and throughout Texas, sharing the history, successes, and inspirations of the aviators and support personnel known as the Tuskegee Airmen.

We ask that requests for speaker(s) or presentation(s) be submitted a minimum of two (2) weeks (4 weeks standard) in advance of the event date by U.S. Mail to SAC-TAI, P.O. Box 264, Randolph AFB TX 78148-0264. Due to the number of requests received, we regret that we may not be able to accommodate all requests. **Although SAC-TAI does not charge a standard speaker/presentation fee, we request an honorarium be donated to the SAC-TAI Educational Assistance Fund and travel expenses be augmented for events outside the San Antonio area. [SAC-TAI 501(c)(3) Tax ID 74-2603423]**

PLEASE PRINT ALL INFORMATION

Name of School, Group, or Organization _____

Event _____ Event Date(s) _____ Event Time(s) _____

Event Purpose: _____ Estimated Number of Attendees: _____

Venue Type (e.g.: assembly, education, research, TV) _____

Event Location (Floor/Room) _____

City _____ State _____ Zip + Four _____

SAC-TAI Speaker Bureau Request:

Briefing-Gr K-5 Briefing-Gr 6-9 Briefing-Gr 10 thru Adult Booth Only Appearance Only
 Interview with an Original Member/Officer Interview

SAC-TAI Equipment Requested: 10 foot Exposition Display Tabletop Display 6' Table

Equipment/Services Available at Event (Please check all that apply)

110v Electricity Computer w/CD LCD Projector Overhead Projector Easel 6' Table

Contact Name _____ Phone _____ Phone 2 _____

This request does NOT constitute the existence of any binding contract between the requestor(s) and/or the San Antonio Chapter of Tuskegee Airmen, Inc. or the National Organization, Tuskegee Airmen, Inc.

Signature _____ Date _____

----- For Chapter Use -----

Received at Chapter (Date): _____ Accepted: _____ Declined: _____
Assigned to _____ Notified (Date): _____
Organization Notified (Date): _____ Confirmed by: _____
Completed (Date/Sign): _____

Join us each month at
the Randolph Kendrick
Club
See www.sactai.com

	Provide the following Information below:
Program Theme	
Program learning objectives	
Event location	
Event Type (luncheon, class, speech only, etc.)	
Expected attendance	
How much time is allotted to speak?	
What is the order/timing of the program?	
Are you requesting an Original Tuskegee Airman?	
What reimbursements [or services-in-kind] can you offer (honoraria, meals, transportation, etc.)?	
How many additional Chapter Members can be accommodated?	
Who will be the official host?	
What is the dress code?	
Are there military, or other protocol arrangements we need to be aware of?	
Would you want a display set up?	
Are brochure handouts OK?	
Are sales permitted?	

Chapter Fees:

Req	Item	Fee	Notes:
	ORIGINAL AIRMAN Attendance Fee (incl. Personal interaction&signing session by a Documented Original Tuskegee Airman	\$100/event (up to 3 hours)	
	ORIGINAL AIRMAN Speech Fee by an Original Tuskegee Airman	\$200/20 minute speech + attendance fee	
	Chapter Attendance Fee by a Chapter Speaker	\$100/event (up to 3 hours)	
	Chapter Speech Fee by a Chapter Speaker	\$200/up to 30 minute speech + attendance fee	
	Perdiem (over 50 miles outside 78201)	\$75/per day (\$40 on travel-only day)	
	Lodging (over 50 miles outside 78201)	\$(GSA rates)/per day	
	Mileage (over 50 miles outside 78201)	\$0.55/mile (or rental car + gas/insurance)	
	Air travel (over 50 miles outside 78201)	Negotiated by requestor and speaker.	

Notes:

1. Speaker Fees may be waived for churches, public schools, 501(c)3 organizations, and others voted on by the SAC-TAI Board of Directors.
2. ORIGINAL AIRMEN may request additional honoraria.