Tuskegee Airmen, Inc. (TAI) Speaker Bureau is available year-round to schools, groups and civic organizations sharing the history, successes, and inspirations of the aviators and support personnel known as the Tuskegee Airmen.

We ask that requests for speaker(s), appearances, or presentation(s) be submitted a minimum of two (2) months in advance of the event date to the TAI Public Relations Officer. February is a very busy period, earlier submissions are required for that month.

Although TAI does not charge a standard speaker/presentation fee, it is requested that a honorarium be donated to TAI and travel, lodging, and per diem expenses be provided for events outside the individual’s commuting area.

The Speakers Bureau accepts numerous requests to speak to schools and civic organizations nationwide, sharing the history of the African American aviators and support personnel that were trained from 1941-1949.

Unfortunately, we frequently cannot honor requests for specific Tuskegee Airman Speakers, nor can we honor requests for lists of chapter member names/addresses, names of original Tuskegee Airmen, Tuskegee Airman Autographs, memorabilia, or photos. Due to the number of inquiries, we are not able to accommodate all requests.

Please use the form below to submit your request.  Or, send your request via U.S. Mail or email to:

Tuskegee Airmen, Inc. (TAI) National Office
P.O. Box 830060
Tuskegee, AL 36083

TAI National Office: (334) 725-8200
Fax: (334) 725-8205
Administrative Director: Maggie Thomas: mthomas@tuskegeeairmen.org

PLEASE PRINT ALL INFORMATION:

Name of School, Group or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time(s) \_\_\_\_\_\_\_\_\_\_\_\_

Event Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start/End Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue Location (Floor/Room) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip + Four \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor Contact Information:

|  |  |
| --- | --- |
| **Contact #1** Name |  |
| Email |  |
| Phone |  |
| Phone (Alt) |  |
|  |  |
| **Contact #2**Name |  |
| Email |  |
| Phone |  |
| Phone (Alt) |  |
|  |  |
| **TAI Contact** Name |  |
| TAI Chapter |  |
| Email |  |
| Phone |  |
| Phone (Alt) |  |

Venue Type (such as Classroom, Auditorium, assembly, education, research, TV, etc.)

Speaker Bureau Requirement:

⬜ Booth Only ⬜ Briefing–Gr K-5 ⬜ Briefing-Gr 6-9 ⬜ Briefing-Gr 10 thru Adult ⬜ Appearance Only

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

⬜ 110v Electricity ⬜ Computer w/CD ⬜ LCD Projector ⬜ Overhead Projector ⬜ Easel

|  |  |
| --- | --- |
|  | Provide the following Information: |
| 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 TAI Members can be accommodated? |  |
| Who will be the official host?  |  |
| What is the dress code?  |  |
| Are there any 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? |  |
| Notes: |  |

**Fees:** (determined by Chapter POC and/or DOTA)

|  |  |  |  |
| --- | --- | --- | --- |
| Req | Item | Fee | Notes: |
| **ORIGINAL AIRMAN Fees (1A or 1B)** |  |  |
| 1A | **ORIGINAL AIRMAN Attendance Fee** (incl. Personal interaction & signing session by a Documented Original Tuskegee Airman) | $\_\_\_\_\_/event (up to 2 hours) |  |
| 1B | **ORIGINAL AIRMAN Speech** **Fee** by an Original Tuskegee Airman | $\_\_\_\_\_/20 minute speech  |  |
| **TAI Member Fees (2A or 2B)** |  |  |
| 2A | **Chapter Attendance-only** **Fee** by a Chapter Speaker | $\_\_\_\_\_/event (up to 3 hours) |  |
| 2B | **Chapter Speech** **Fee** by a Chapter Speaker | $\_\_\_\_\_/up to 30 minute speech + attendance fee |  |

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| --- |
| **Travel Fees** (required over 50 miles beyond residence) |
|  | **Perdiem**  | $75/per day ($40 on travel-only day) |
|  | **Lodging**  | $(GSA rates)/per day |
|  | **Mileage**  | $0.55/mile (or rental car + gas/insurance) |
|  | **Air/Train Travel** | Negotiated by requestor, TAI POC, and speaker. |

Notes:

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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_