



Engagement Request Form

Community Relations

For all official community engagement invitations / requests for personnel based at RAF Fairford to attend please complete this form no later than 6 weeks prior to the date of engagement. This form will be reviewed by the Community Relations Advisor for the base who will endeavor to make initial contact within 14 days from receipt of the completed form.

Please complete all details on the below form and send the completed copy to: 501CSW.CRA.RAFFW@us.af.mil

| | | |
|---|---|--|
| ORGANISATION / GROUP | | |
| CONTACT INFORMATION | Contact name | |
| | Contact number | |
| | E-mail: | |
| HOST INFORMATION (if different to contact) | Host name | |
| | Host number | |
| | E-mail: | |
| ENGAGEMENT DETAILS | Type of engagement (Guest, speaker, presentation, ceremonial, local meeting, other – please detail) | |
| | Who will be attending this event (please detail any key attendees including Lord Lieutenant, High Sheriff) and any other Military personnel | |
| | What is the event (please give details of any themes associated with this event) | |



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|--------------|--|--|
| | Proposed date - if multiple dates are available, please detail all options for review | |
| | Location Please give full details of address & postcode | |
| | Estimated attendee numbers | |
| | Closed / public event | |
| | Is this event ticketed and if so, is there any cost associated with this | |
| OTHER | Request for attendance in uniform | |
| | IT available (if applicable) | |
| | Parking available | |
| | RSVP deadline | |
| | Any other information applicable to this request | |



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Any queries please contact:

Zoey Peace, Community Relations Advisor

RAF Fairford & RAF Welford | US Visiting Forces Support Group

Email: 501CSW.CRA.RAFFW@us.af.mil

Phone: 01285 714965 / Mobile: 07764 166079

Thank you for completing this engagement form, our Community Relations Advisor will be in touch with you shortly.