



HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON (AFDW) ENGAGEMENT QUESTIONNAIRE

This document serves as the starting point for preparing the AFDW Senior Leaders for any type of engagement.
AFDW Senior Leaders include:

- Commander, AFDW
- Vice Commander, AFDW
- Command Chief, AFDW
- A –Staff Directors, AFDW

Please answer the questions below as completely as possible and submit to afdwcmevents@pentagon.af.mil. Allow 5 to 7 business days for the request to be reviewed and processed for a formal response to the request.

PART 1 – GENERAL INFORMATION

Official Name of Engagement:	
Requested Speaker:	
Engagement Date:	
Engagement Start Time:	
Engagement End Time:	
Engagement Location/ Address:	
Engagement Host:	

PART 2 – POINT OF CONTACT INFORMATION

Engagement Primary POC (Individual who will answer questions on all aspects of engagement)

Name:	
Office:	
Mobile:	
E-mail:	

Additional POC(s):

Name 1:	
Office:	
Mobile:	
E-mail:	
Name 2:	
Office:	
Mobile:	
E-mail:	

Will the engagement POC be available on site to answer staff questions?	Yes		No	
If not, who will be the POC?				
Who will greet the senior leader when they arrive at the engagement location?				
What number can the staff call to provide inbound updates, if applicable?				

PART 3 – ENGAGEMENT INFORMATION AND LOGISTICS									
Engagement Type: (Dinner, Reception, Conference, etc...)									
What other VIP's are attending this event?									
Engagement Civilian Attire:									
Engagement Military Attire:									
Engagement Audience Attire (if different than above):									
Is there a menu/cost list for the senior leader's meal?	Yes		No						
Are members of the senior leader's party invited to dine?	Yes		No						
How will money be collected (cash, check, or charge)?	Cash		Check		Charge		And by whom?		
Facility Type (e.g. Theater, Auditorium, Conference Room, Outdoors, etc...)									
Is a Seating Chart available? (Specifically the senior leader's table)	Yes		No						
Will you request a pre-brief with the senior leader prior to this engagement?	Yes		No		If yes, why and when?				
Parking									
Is reserved parking or a vehicle standing area available?	Yes		No		If yes, is there a cost and how much?				
If so, how close is it to the entrance/exit?									
Inclement Weather Plan									
If applicable, when will a decision be made to delay, cancel or reschedule the event?									
Who will make that decision and how do we contact them?									
PART 4 – SPEAKING REQUIREMENTS									
Will the senior leader be requested to speak?	Yes		No		If not proceed to Part 5				
Requested Length? (Include a breakdown of speech/remarks and Q&A session)									
If there is a Q&A session, are there prepared questions? If so, please provide one week prior to the event	Yes		No						
Suggested subject or theme of speech/remarks?									
Audience Size and Demographics: (Military officers/enlisted, civilian, industry, media, Congressional, etc)									
If this is a recurring event, who spoke at the previous event? (last 3)									
If this is an event at an Air Force installation, what are the top 3-5 issues facing Airmen at this time?									
Should an individual/group be recognized during speech/remarks? If yes please indicate who.									
Will the speech/remarks be given during a meal?	Yes		No						
Are there other speakers before or after the senior leader?	Yes		No						

Will there be a holding/green room available before the speech/remarks?	Yes		No		
Where will the senior leader be expected to make their remarks from (seat, front of room, stage, etc)?					
How will the senior leader enter the room and where will they go after entering (straight to podium, on stage to be seated, on stage to stand, etc)?					
Who will introduce the senior leader?					
After the speech/remarks, will the senior leader be presented a gift? (There is no expectation or desire for a gift)	Yes		No		If yes, what will it be?
Will the senior be expected to return to their seat or be escorted out of room after the speech/remarks?	Yes		No		
Are you requesting senior leaders participate in a ribbon cutting or special presentation?	Yes		No		In what role?
PART 5 – AUDIOVISUAL CAPABILITIES					
If applicable, will audio support be available (please indicate which is available from the list below):					
Lapel Microphone (good for remarks or Q&A after a speech)	Yes		No		
When and where will the senior leader be mic'd?					
When and where will the senior leader be de-mic'd?					
Podium Microphone	Yes		No		
Hand held microphone	Yes		No		
Will there be PowerPoint capabilities?	Yes		No		
PART 6 - MEDIA					
Will there be media present at this engagement?	Yes		No		If so, who?
	Media Outlet 1:				
	Media Outlet 2:				
	Media Outlet 3:				
Will this engagement be taped?	Yes		No		If so, for what purposes?
Are there planned interviews? If so:	When?				
	What Type? (one-on-one, multiple media outlets, dual interviews, etc)				
	Suggested Interviewers?				
	What will be the Interview Setup? (sit down, podium, etc)				
Are media allowed to ask questions during a Q&A session?	Yes		No		
PART 7 – ADDITIONAL DOCUMENTS					
If available, please provide any of the following documents, or others that may be useful in preparing the senior leader, in a separate attachment:					
Sequence of events / Agenda		Facility Layout		Fact Sheet	
Menu		Bios (host and distinguished visitors)		Guest List (to include distinguished visitors)	

PART 8 – POINTS OF CONTACT

The following offices and individuals may serve as AFDW Staff POCs for the engagement. They will contact the engagement POC, listed above, if any further details are required.

AFDW Front Office Staff

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|---|--|
| <ul style="list-style-type: none">▪ Aide-de-Camp: Capt Dan Fry
(240) 612-2339
Daniel.Fry@afncr.af.mil▪ Commanders Action Group: Maj Nekitha Little
(240) 612-6452
nekitha.little@afncr.af.mil▪ Public Affairs: Capt Ashleigh Peck
(240) 612-6479
ashleigh.peck@afncr.af.mil | <ul style="list-style-type: none">▪ Executive Officer: Lt Col Ravi Chaudhary
(240) 612-2339
ravi.chaudhary@afncr.af.mil▪ Protocol: Ms. Betsy Adams
(240) 697-6454
elizabeth.adams@afncr.af.mil |
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PART 9 – ADDITIONAL INFORMATION

Use this space as overflow for previous questions