



**1ST SPECIAL OPERATIONS WING  
PUBLIC AFFAIRS**



**COMMUNITY SUPPORT REQUEST FORM (CSRF)  
\*\*\*\*\*PLEASE FILL OUT ELECTRONICALLY\*\*\*\*\***

**DATE:**

**TIME:**                      to

**LOCATION (with address, as well as parking address/exact location):**

**PRIMARY POC (with email & cell phone number):**

**SECONDARY POC (with email & cell phone number):**

**BRIEF DESCRIPTION OF EVENT AND PURPOSE:**

**ADDITIONAL DETAILS (background of event, why requesting 1 SOW support):**

**SEQUENCE OF EVENTS (full, solidified plan):**

<b>TYPE OF EVENT</b>	
<input type="checkbox"/> Speaker (panel, motivational speech, sharing military experiences)	<input type="checkbox"/> Demonstration (EOD, K-9, Security Forces, aircraft)
<input type="checkbox"/> Community event (fun run, national anthem singer, recognition)	<input type="checkbox"/> Honor Guard
<input type="checkbox"/> Political	<input type="checkbox"/> Religious
<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Engagement (school project assistance, math/science night)
<input type="checkbox"/> Other	If other, please explain:

LEGALITIES OF EVENT	Y/N
Will there be commercial sponsors at the event? If so, whom?  Explain:	
Will our Airmen be given any merchandise from sponsors?	
Will our Airmen be given any commercially-endorsed lanyards?	
Will political DVs (to include mayor, commissioner, sheriff) be at the event and want photos with our Airmen?	
Will there be any gift presentations to our Airmen? How much will the gifts be valued at (dollar amount)? This includes meal costs.  Please provide dollar amount:	
Will there be any children that cannot have their photos taken at the event?	
Is there an entry fee or cost for the Airmen's participation? Will they need to pay for it themselves?  Total estimated cost:	
If the Airmen's participation is covered by a sponsor, how much did the sponsor have to pay for their participation?  Explain:	
Will there be any religious endorsement?	
Will there be a stage that is commercially endorsed (i.e., Coca Cola) that our Airmen will be standing on?  NOTE: Due to Air Force legal parameters, we cannot endorse specific companies/political parties/sponsors/religious organizations	
Will political figures ask Airmen to pose for photos with them? If so, a non-endorsing background is required.	

LOGISTICS OF EVENT	Y/N
Is it a weekend or after-hours event?	
If it is a weekend event, are there alternate dates available for the event to better accommodate our Airmen (ex: Monday – Friday)?	
Is it a one-day or multi-day event?	
Is the event location more than two hours away from Hurlburt Field? If so, will travel costs be covered?	
Will there be designated parking for our Airmen?	
Should our Airmen wear their uniform or civilian clothes?  Explain:	
Will the Airmen need to bring food/water? Or will they be given a meal?  Explain:	
If it is a speaker request, how many speakers will be needed?	
If it is a speaker request, will the speaking requirement be over 10 minutes?	
Will media/reporters be present at the event?	
Will media do a livestream?	
Can Airmen bring family members to the event, to include pets?	
Will the Airmen need to book lodging/rental car?	

SOCIAL MEDIA	Y/N
Will your organization be creating a social media post for this event via Facebook, Instagram, Twitter? If so, will Hurlburt Field be able to share the post?  Explain:	
Are Hurlburt Field personnel authorized to take photos during this event? If so, may we have the organization's approval to post on social media via @Hurlburt Field or @1 SOW Commander pages?  Explain:	

Submit this completed form to the 1st Special Operations Wing Public Affairs Org Box: [lsow.wpa1@us.af.mil](mailto:lsow.wpa1@us.af.mil).