



## NMAS Speaker's Bureau Request Form

- Presentations are scheduled on a first-come, first-serve basis. 30-day advance notice is preferred.
- Estimated turnaround time for requests is 3-5 business days.
- Presentations can be given in person or virtually. *Virtual presentations can be held via Microsoft Teams or a group's own video communication account.*
- Presentations are offered in-person within a 50-mile radius of the National Museum of the American Sailor. Outside of 50 miles must be virtual.
- Your program is not confirmed until you receive a confirmation email.

Please return your completed form to [NHHC\\_NMAS@us.navy.mil](mailto:NHHC_NMAS@us.navy.mil) or mail to National Museum of the American Sailor, 2531 Sheridan Road, Great Lakes, IL 60088.

If you have questions, please contact us at [NHHC\\_NMAS@us.navy.mil](mailto:NHHC_NMAS@us.navy.mil) or (847) 688-3154.

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Contact Name:

Organization Name:

Type of presentation:            In-person                            Virtual

Venue Address (with city, state, zip code)

Cell phone:

Work phone:

Email:

Preferred Date:

Preferred Time and Time Zone:

Requested Presentation:

I understand and agree that submitting this application does not automatically qualify me for a National Museum of the American Sailor Speaker's Bureau acceptance and that there may be certain qualifications I must meet, including the acceptance of established Speaker's Bureau guidelines and availability of date requested.

Requestor's Signature

Date

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### Staff Use Only

Confirmation #  
Staff member assigned

Confirmation Date  
Confirmed by