



TUSKEGEE AIRMEN
ARCHER-RAGSDALE ARIZONA CHAPTER

PLEASE ADHERE TO THE FOLLOWING WHEN REQUESTING THE APPEARANCE OF A DOTA OR ARAC MEMBER:

- A. Make request at least 30 days in advance.
- B. Identify requesting organization and its purpose, including individual contacts, address, telephone numbers and e-mail address.
- C. Date and time of appearance.
- D. Specify number(s) to be accommodated; e.g. DOTA(s) and guest(s).
- E. Desired subject and time allotment (typical, 30 minutes with a Q & A period).
- F. Identify special access requirement; e.g. military pass for military installations.
- G. ARAC will respond to request ASAP upon receipt.

REQUIRED INFORMATION

<u>Requesting Organization</u>		<u>Transportation Provided</u>	
Name: _____		Yes <input type="checkbox"/>	
Address: _____		No <input type="checkbox"/>	

<u>Event Information</u>	<u>Compensation for Travel</u>	<u>Dining Provided</u>	
Date: ____/____/____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Time: _____ AM or PM	No <input type="checkbox"/>	No <input type="checkbox"/>	
Location: _____		Compensation for Dining	
<u>Organization Type</u>	<u>Lodging Provide</u>	<u>Chapter Member Acceptable</u>	
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	No <input type="checkbox"/>	
Educational: _____	<u>Primary Contact</u>	<u>Secondary Contact</u>	
Military: _____	Name: _____	Name: _____	
Veterans: _____	Telephone: _____	Telephone: _____	
Professional: _____	E-Mail: _____	E-Mail: _____	
Other: _____			

Request Type Speaker _____ Appearance _____ Presenter _____	Parade _____ Other _____
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The Tuskegee Airmen Story is normally 30 minutes with a short Q & A period.

HONORARIUM

The honorarium is the financial consideration for a Tuskegee Airmen appearance as a speaker, presenter, parade participant and guest at special events. All honorariums go to the support of the Chapter youth programs with the exception of costs defrayals associated with the DOTAs' travel, dining and lodging. Honorariums are tax deductible and checks should be made payable to **ARCHER-RAGSDALE ARIZONA CHAPTER**.

ACCOMMODATIONS

The DOTAs are international heroes who have been honored by Presidents, Kings, Heads of States, Corporate Heads, Civic Leaders, the Clergy and others. They should and *must be* provided the accommodations and privileges befitting their status as true "American Treasures".

ARAC CONTACTS:

DOTAs are often contacted directly to speak or be present at events. If such is the case, the "contacted" DOTA may agree to participate and obtain necessary information at the time of the request. The request is forwarded to the Chapter for record.

Send "**Required Information**" to:

Email: tvactor.arac.pres@gmail.com

Postal Address:

ARAC/TAI

P.O. Box 302

Glendale, AZ 85311

All other requests are made in accordance with A-G above to.