

Greater Philadelphia Chapter



Tuskegee Airmen, Inc

Greater Philadelphia Chapter Tuskegee Airmen, Inc. (GPCTAI) Speaker Bureau is available year-round to schools, groups and civic organizations and businesses sharing the history, successes, and inspirations of the Tuskegee Airmen and women support personnel known as the Greater Philadelphia Chapter Tuskegee Airmen, Inc.

We ask that requests for speaker(s), appearances, or presentation(s) be submitted a minimum of two (2) months in advance of the event date to GPCTAI. February is a very busy period, earlier submissions (3-6 months) are required for that month. Although GPCTAI does not charge a standard speaker/presentation fee, it is requested that a donation and an honorarium be donated to GPCTAI and travel, lodging, and per diem expenses be provided for events outside the individual's commuting area.

The GPCTAI Speakers Bureau accepts numerous requests to speak to schools and civic organizations nationwide, sharing the history of the African American aviators and support personnel that were trained from 1941-1949. Unfortunately, we frequently cannot honor requests for specific Greater Philadelphia Chapter Tuskegee Airman Speakers, nor can we honor requests for lists of chapter member names/addresses, names of original Tuskegee Airmen, Tuskegee Airman Autographs, memorabilia, or photos. Due to the number of inquiries, we are not able to accommodate all requests.

Please use the form below to submit your request. Or, send your request via U.S. Mail or email to:

Greater Philadelphia Chapter Tuskegee Airmen, Inc. (GPCTAI)
P.O. Box 18966
Philadelphia, PA 19119

Attention: Speaker's Bureau

PLEASE PRINT ALL INFORMATION:

Name of School, Group or Organization _____

Event _____ Event Date(s) _____ Event Time(s) _____

Event Purpose: _____ Estimated Number of Attendees: _____

Event Start/End Date/Time: _____

Venue Address _____

Venue Location (Floor/Room) _____

City _____ State _____ Zip + Four _____

Requestor Contact Information:

Contact#1 Name	
Email	
Phone	

Contact# 2 Name	
Email	
Phone	

GPCTAI Contact Name	
TAI Chapter	
Email	
Phone	

Venue Type (such as Classroom, Auditorium, assembly, education, research, TV, etc.)

Speaker Bureau Requirement:

- Booth Only Briefing-Gr K-5 Briefing-Gr 6-9 Briefing-Gr 10 thru Adult Appearance Only

Equipment/Services Available at Venue (Please check all that apply)

110v Electricity Computer w/CD LCD Projector Overhead Projector Easel

Provide the following Information:

Program Theme	
Program learning objectives	
Event location	
Event Type (luncheon, class, speech only, etc.)	
Expected attendance	
How much time is allotted to speak?	
What is the order/timing of the program?	
Are you requesting an Original Tuskegee Airman?	
What reimbursements [or services-in-kind] can you offer (honoraria, meals, transportation, etc.)?	
How many additional TAI Members can be accommodated?	
Who will be the official host?	
What is the dress code?	
Are there any military, or other, protocol arrangements we need to be aware of?	
Would you want a display set up?	
Are brochure handouts, OK?	
Are sales permitted?	

Donation: (determined by Chapter Board and/or DOTA)

Item	Donation	Notes:
GPCTAI Speaker Donation(1A, 1B or 1C)		
1A Corporate, High Education and Large Non-Profits	\$2000 Minimum	
1B Small Business, other Non-Profits	\$800 Minimum	
1C Secondary Education	\$350 Minimum	

GPCTAI Appearances

2A	Multiple Chapter Members	\$1000 Minimum	
2B	Individual Member	\$500 Minimum	
3A	GPCTAI Photos One Hour	\$100 Minimum	(added ½ hour: \$50 each)

Travel Fees (required over 50 miles beyond residence)

Per diem	\$75/per day (\$40 on travel-only day)
Lodging	\$(3-star rates)/per day
Mileage	\$0.55/mile (or rental car + gas/insurance)
Air/Train Travel	Negotiated by requestor, TAI POC, and speaker.

Notes:

1. Consideration may be provided for smaller churches, public schools and 501(c) 3 organizations on an individual case basis by the GPCTAI Board of Directors.
2. ORIGINALTUSKEGEE AIRMEN may request additional honoraria.

Signature _____ Date _____