



**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**

<b><u>Requesting Organization</u></b>		<b><u>Transportation Provided</u></b>	
Name: _____		Yes _____	
Address: _____		No _____	
<b><u>Event Information</u></b>	<b><u>Compensation for Travel</u></b>	<b><u>Dining Provided</u></b>	
Date: _____	Yes _____	Yes _____	
Time: _____	No _____	No _____	
Location: _____		Compensation for Dining	
<b><u>Organization Type</u></b>	<b><u>Lodging Provide</u></b>	<b><u>Chapter Member Acceptable</u></b>	
	Yes _____	Yes _____	
	No _____	No _____	
Educational: _____	<b><u>Primary Contact</u></b>	<b><u>Secondary Contact</u></b>	
Military: _____	Name: _____	Name: _____	
Veterans: _____	Telephone: _____	Telephone: _____	
Professional _____	E-Mail: _____	E-Mail: _____	
Other _____			

<p><b><u>Request Type</u></b></p> <p>Speaker _____</p> <p>Appearance _____</p> <p>Presenter _____</p>	<p>Parade _____</p> <p>Other _____</p>
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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:**

[rtoli@cox.net](mailto:rtoli@cox.net)

**Postal Address:**

**ARAC  
c/o Col. Richard Toliver  
14200 W. Village Parkway, Unit 2053  
Litchfield Park, AZ 85340**

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