

PUBLIC ADDRESS REQUEST FORM

I. CUSTOMER INFORMATION

(Check one) SETUP SIGN OUT

PRACTICE:	DATE	START TIME	DURATION
START:	DATE	START TIME	DURATION
EVENT		LOCATION	
PRIMARY POC	GRADE	DUTY PHONE	SQD/OFFICE
ALTERNATE POC	GRADE	DUTY PHONE	SQD/OFFICE

II. EQUIPMENT

EQUIPMENT	QTY	TYPE	EQUIPMENT	QTY	TYPE
PORTABLE PA	<input type="checkbox"/>		CASSETTE PLAYER	<input type="checkbox"/>	
MIC HH WIRELESS	<input type="checkbox"/>		DISC PLAYER	<input type="checkbox"/>	
MIC LP WIRELESS	<input type="checkbox"/>		MIXER/AMPLIFIER	<input type="checkbox"/>	
MIC WIRED	<input type="checkbox"/>		MIXER BOARD	<input type="checkbox"/>	
MIC STANDS	<input type="checkbox"/>		EXTENSION CORD	<input type="checkbox"/>	
MIC CABLE	<input type="checkbox"/>		MISC CABLES	<input type="checkbox"/>	
SPEAKER/S	<input type="checkbox"/>			<input type="checkbox"/>	
SPEAKER/S	<input type="checkbox"/>		MUSIC	<input type="checkbox"/>	
SPEAKER STAND	<input type="checkbox"/>			<input type="checkbox"/>	

III. CUSTOMER RESPONSIBILITIES/SIGNATURES

NOTE

The primary mission of 314 CS/SCMG Base Radio Maintenance is to provide communications electronics maintenance to air traffic control communications systems. These systems carry a high priority and have a critical impact on flight safety. All outages having, or potentially having, an affect on the flying mission will have priority over PA support.

I understand:

1. The information provided is complete and correct. Any changes and/or additional information will be provided to Base Radio a minimum of 72 hours prior to start of the event. All changes provided within the 72 hour time frame will be considered on a case by case basis.
2. I am responsible for acquiring and transporting a podium if one is needed.
3. All playing of music will be the responsibility of the customer.
4. (Official Events) An operator will be provided to cue equipment one hour prior to event. Additionally, technicians will follow the directions of ONE POC only. Multiple POC's cause confusion and jeopardize the successful outcome of the event.
5. (Official Events) If the equipment must be setup earlier than one hour prior to the start of the event, security will be provided for the equipment.

I acknowledge receipt of and responsibility IAW AFR 20-14 for the items described above and will return them by the return date indicated.

_____ REQUESTER SIGNATURE

_____ DATE

_____ TECHNICIAN SIGNATURE

_____ DATE

IV. VERIFICATION INFORMATION

I certify the scheduling board has been updated on _____

_____ TECHNICIAN SIGNATURE

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).