

# Alaska National Guard Public Affairs Support Request

The public affairs office provides support for training exercises, missions, large events, human interest stories, and items of media/public interest.

To request public affairs support, please provide the required information at least two weeks prior to the event date for local coverage, and four weeks prior for support that necessitates travel. Late requests will be considered by exception, but please complete the form and we will accommodate based on our schedule and availability.

I. Event basics. Enter as much detail as possible.

**Name (or description) of event:**

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**Event start date (or estimate):**

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**Event end date (or estimate):**

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**Event start time (or estimate):**

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**Event end time (or estimate):**

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**AKNG unit or DMVA division:**

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**Requesting subordinate unit:**

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Example: 210th RQS, ANG Recruiting, 207th AVN, HHC, B CO 1-143, etc. or N/A (required field)

**Location of event:**

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**Building, room #, or description:**

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**Support requested:**

- Photography
- Article/press release
- Media advisory (to invite media to an event)
- Videography (capacity is limited by exception)
- Other (please describe)

**If other, please provide description:**

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Example: rural outreach, annual training, exercise, deployment, or item of interest (explain)

**Does this event require travel?**

- Yes.
- No.

**If travel is required, will your unit cover AT days and/or travel costs/per diem for a Public Affairs photojournalist?**

- Yes.
- No.

**Is this event:**      Joint Forces effort      Multi-agency      Multi-national

II. Unit public affairs representatives (UPAR) cover promotions, retirements, award ceremonies and unit-level events. Exceptions include ceremonies for O-6 and above, and high-level awards such as a Bronze Star and higher. IAW AR-360-1, 5-8.d. The PA is authorized to take news-related photographs only. Using PA resources to take photographs for promotion boards, ceremonies, changes of command, or social events that are not newsworthy is inappropriate.

**Is this a UPAR event?**

- Yes.
- No.

III. We will review your request and determine ability to accommodate based on priority, availability, and schedule.

**Requestor rank/name:**

**Requestor e-mail:**

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**Requestor phone number:**

**Additional comments:**

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If you have any questions regarding your request, please e-mail [mvapublicaffairs@alaska.gov](mailto:mvapublicaffairs@alaska.gov) or call 907-428-6031.