

Request Progress

Select Request Type

Complete Request Form

Submit to Appearances
Office

Appearance Office
Processing

Request Processed

1 of 5 Select Request Type

Please Select the Type of Appearance You're Requesting

The type of appearance you're requesting will help us gather the correct information to best service your request

Virtual

An appearance conducted virtually through the internet, video, or phone

In Person

An appearance at a specific location inside or outside the United States

I understand I will be responsible for all expenses incurred to support this appearance (e.g., travel, accommodations, etc.)

Recorded Greeting

A pre-recorded audio or video greeting/segment delivered to your organization

Next

Cancel My Request

Request Progress

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2 of 5 Complete Request Form

 You are filling out an In Person Request


[Change My Request Type](#)

Please Tell Us About Yourself

We need to know who is making the request as well as who is sponsoring the appearance. Please fill out all the contact information below. AO to provide definitions of requester/sponsor for clarification to user.

Requester Information

Salutation *	<input type="text"/>	Last Name *	<input type="text"/>
First Name *	<input type="text"/>	Title *	<input type="text"/>
Middle Initial	<input type="text"/>	Email Address *	<input type="text"/>
Organization *	<input type="text"/>	Cell Phone	<input type="text"/>
Work Phone *	<input type="text"/>	Address 2	<input type="text"/>
Home Phone	<input type="text"/>	Country *	<input type="text"/>
Address 1 *	<input type="text"/>		
City *	<input type="text"/>		
Zip/Postal Code	<input type="text"/>		

 If zip code is not applicable for your country, please enter "0"

I am also the contact

Contact Information

Contact Information

Salutation	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Middle Initial	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>	Email Address	<input type="text"/>
Work Phone	<input type="text" value="() - -"/>	Cell Phone	<input type="text" value="() - -"/>
Home Phone	<input type="text" value="() - -"/>		
Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	Country	<input type="text" value="v"/>
Zip/Postal Code	<input type="text"/>		

 I am also the sponsor**Sponsor Information**

Salutation	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Middle Initial	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>	Email Address	<input type="text"/>
Work Phone	<input type="text" value="() - -"/>	Cell Phone	<input type="text" value="() - -"/>
Home Phone	<input type="text" value="() - -"/>		
Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	Country	<input type="text" value="v"/>
Zip/Postal Code	<input type="text"/>		

Appearance Information

Please tell us about the details for the appearance you are requesting. The more specific the information you can provide us, the better we can process your request.

Appearance Information

Please tell us about the details for the appearance you are requesting. The more specific the information you can provide us, the better we can process your request.

Title for the Appearance

i Type a short title for this appearance. We'll reference this title in any future correspondence.

Start Date

Date event starts

End Date

Date event ends

Drop Dead Date

Are your dates tentative?

Yes No

Comments about the event

i Please enter any comments you feel are useful for us to know about the event and/or your needs...

City

Country

Zip Code

Topic and Audience

Please tell us about any special topics you would like the speaker to discuss, as well as the type of audience and audience size

Topic(s) Requested

Enter any special topics you would like discussed. This helps our astronauts prepare for your event.

Target Audience

Example: Engineers, Accademia, Medical, School aged, etc...

Audience Size

Approximate number of audience mem

Organization Type

...

Web Site

URL of your organization's website

Fundraising

Yes No

Fundraising Comments

Astronaut(s) Requested

Please indicate how many astronauts you are requesting, any specific astronaut(s) you would like to request, and any background traits you feel will make the appearance successful. Please note that due to scheduling and mission constraints any specific astronauts you request may be unavailable. Also note that **only active NASA astronauts** are available for named astronaut selection.

Number of Astronauts Requested

I'll take any astronaut I'd like to request a specific astronaut(s) I'd like to request a specific astronaut(s) but will take any if unavailable

Astronaut has flown missions

Yes No

Military Branch Background

...

Continue


Cancel

Request Progress

Select Request Type Complete Request Form **Submit to Appearances Office** Appearance Office Processing Request Processed

3 of 5 **Submit to Appearances Office**

If you're satisfied with the data you've provided for this request, click the Submit button below to submit it to the Appearances Office for processing. If for any reason you wish to modify or edit the request, please click the Review/Edit My Request button to make any changes.

 Please note that once your request is submitted, you cannot make any changes.


Submit to Appearances Office

Review/Edit My Request

Request Progress

Select Request Type Complete Request Form Submit to Appearances Office **Appearance Office Processing** Request Processed

4 of 5 **Appearance Office Processing**

 Thank you. Your request titled EXTERNAL DEPLOY TEST 3/22/22 has been submitted to the Appearances Office. You will receive an email from with additional instructions once the Appearances Office begins processing your request.

OK