



# BES Meeting Request Questionnaire

This form is to be completed and emailed to [besstratcomm@us.af.mil](mailto:besstratcomm@us.af.mil)  
**Please include your company's capability statement, any read ahead slides, and/or background information in your email.**  
**All fields are required. If the question is not applicable, please put "NA."**

Point of Contact Information (Person scheduling the meeting)	
Full Name:	
Phone Number:	
Email Address:	
Do you have access to get on base?	
Are you requesting an in-person or virtual meeting?	<div>Virtual</div> <div>In-person</div>

Company Information	
Company Name:	
Web Address:	
Are you a large or small company?	
Do you fit into either of the social economics categories? (Please Specify)	
Do you have a BES Contract?	
If yes, what division/program(s) do you support?	
<ul style="list-style-type: none"> <li>If yes, are you the primary contractor or subcontractor?</li> </ul>	
<ul style="list-style-type: none"> <li>What is the contract number?</li> </ul>	
<ul style="list-style-type: none"> <li>Who is the Program Manager? Name: Email Address: Phone Number:</li> </ul>	
<ul style="list-style-type: none"> <li>Who is the Contracting Officer? Name: Email Address: Phone Number:</li> </ul>	

Meeting Information	
What is the topic of your discussion?	
What is the date/time requested for the meeting? Alternate date/time? *** <i>All times are Central.</i>	
Option 1:	
Date:	
Time:	
Option 2:	
Date:	
Time:	
Comments:	
Provide a list of attendees, including titles:	
What is your expectation of meeting with BES personnel?	