

2009 SPEAKER REQUEST FORM

Company/Organization Requesting Speaker:		
Address:	City:	Zip:
Contact Person:	Job Title:	
Phone:	Fax:	
E-Mail:		
Date(s) Speaker Required:		
Time to Arrive:	Time Presentation Starts:	Time for Speaker:
Meeting Location (If different from above OR if you have several buildings, please specific which building):		
Special Arrival Instructions (Provide add'l details if there is security to check in with, specific doors to enter, etc):		
Size of Audience:	Union Affiliation:	
Type of Audience (Check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Administrative/Clerical Employees <input type="checkbox"/> Training Event <input type="checkbox"/> Managers / Leadership Givers <input type="checkbox"/> Employee Campaign Kick-Off <input type="checkbox"/> Labor <input type="checkbox"/> Leadership Event 	Topic(s) of Interest: <ul style="list-style-type: none"> <input type="checkbox"/> General United Way Overview <input type="checkbox"/> Education <input type="checkbox"/> Family & Financial Stability <input type="checkbox"/> Health & Basic Needs <input type="checkbox"/> Leadership Giving <input type="checkbox"/> 2-1-1 Information & Referral <input type="checkbox"/> Specific Agency Request (Refer to our list of available speakers & specify your choice): 	
What speakers have addressed your organization in past years?		
Special Instructions:		
For United Way & Agency Use Only		
Agency:	Agency Representative:	
Engagement Acceptance: I hereby acknowledge and accept the above speaking engagement at the indicated date, time and location.		
Signature:		Date :
Agency Representative to Return via Fax or E-Mail to Gilda Stevens at 330.491.0477 or gstevens@uwgsc.org		