

Agency Speaker Request Form



what matters.™



PLEASE FILL IN ALL FIELDS AND EMAIL FORM TO CARLAJ@DAYTON-UNITEDWAY.ORG .		
Today's Date: _____		
Organization/Company Name: _____		
Contact Person: _____		
Mailing Address: _____	City: _____	ZIP+4 _____
E-mail Address: _____		
Phone / Ext.: _____	Fax: _____	

Yes, I want to schedule an Agency Speaker!

Date of Event: _____ 1st Choice /Area of Interest _____

Length of Presentation: _____ 2nd Choice/Area of Interest _____

Time of Speaker's Presentation: _____ A.M. / P.M. Type of Event: _____
(Kickoff, staff meeting, etc.)

Type of Audience: _____ Number Attending: _____
(Clerical, line personnel, management, etc.)

Location for Speaking Engagement: _____
(Company name, physical address, room number, floor, building etc.)

Where Speaker Checks In: _____ Where Speaker Parks _____

Directions: _____

United Way Contact: _____ Phone: _____

Additional Information: _____

NOTE: A 10-DAY NOTICE IS REQUIRED TO GUARANTEE A SPEAKER. SPEAKERS CANNOT BE BOOKED FOR TENTATIVE MEETINGS.

PLEASE CONTACT UNITED WAY IMMEDIATELY AT CARLAJ@DAYTON-UNITEDWAY.ORG OR 937- 225-3089

IF SPEAKING ENGAGEMENT HAS BEEN CANCELLED.

Please email form to carlaj@dayton-unitedway.org.

For United Way Use Only			
Date received: _____			
Confirmed Agency: (name) _____	Confirmed Date / Time: _____	Phone: _____	Fax: _____
Company Contact Notified: (name) _____	(date) _____	(initials) _____	