

Speaker Request Form

Please submit your request **two weeks** prior to your scheduled presentation(s).

Company:

Contact Name:

E-mail:

Phone:

Today's Date:

Suggested Agenda for Meeting:

- Welcome/CEO Campaign Endorsement
- United Way video
- United Way speaker
- Wrap-up

Presentation Information:

Date	Time	Meeting Location (building, room)	Estimated Attendance	Speaker Time Limit	Preferred Topic for Presentation*

(If additional space is needed please e-mail lbabler@unitedwaymc.org with additional dates and times requested.)

*Topic will cover one of United Way's priority issues with a focus on the following:

Education: support children in the early years, help at-risk youth develop & achieve their potential
Income: improve families' ability to meet basic needs, help individuals achieve financial stability
Health: reduce domestic violence, increase healthy behaviors

Does the meeting location have capabilities to show the United Way campaign video during the presentation (about 3 minutes long)?

- Yes, we plan to show it from the Internet.
- Yes, please bring a DVD.
- We will be showing a different video.
- No

If different, what video will be shown?

Will this presentation be part of a longer company meeting?

- Yes No

If yes, what type of meeting is it?

Audience Information:

Gender:

Employee Type:

Average Age Range:

Directions to the location (please include parking, entrance, sign-in and any safety procedures):

Who should the speaker check-in with upon arrival?

Please tell us about any concerns or areas of interest the audience may have regarding United Way:

It is usually easiest to submit this request via e-mail, but you can print the form and fax it to 715-848-2929. You should receive a confirmation of your request within a couple days. If you do not, please contact Linda Babler at 715-298-5705.

Thank you for using a United Way Speaker during your company campaign!

