

2011 Public Sector Campaign Speaker Request Form

Please complete this form to request an agency speaker

Fax : 402-441-6088 Or Email: sborecky@unitedwaylincoln.org

If you have need to schedule more than one meeting, please copy this form

This form must be submitted five (5) business days prior to the employee meeting(s)

Questions? Please call Starlet at 402-441-7176

Date submitted: _____

Public Sector Entity Requesting Meeting: _____

Date of Meeting: _____ Time: _____

Coordinator: _____

Phone: _____ Contact number prior to meeting: _____

Fax: _____ Email: _____

Address of meeting: _____

Special Directions to meeting site: _____

Where does Speaker Check in? _____

Where does Speaker park? _____

Security clearance required? YES NO If Yes, explain protocol: _____

Expected Attendance: _____

Requests (topic, speaker): _____

Federation Representative _____

Federation Representative Cell Number: _____

Speakers, please arrive ten minutes prior to meeting.

To be completed by United Way Campaign Staff scheduling Speaker:

Scheduled Speaker: _____

Agency: _____

Phone: _____ Cell Phone _____

Fax: _____ Email: _____

Special Needs:

Scheduled by _____ Date _____