

Speaker Request Form

Thank you for scheduling a speaker for your campaign! If possible, please request at least two weeks in advance. If scheduling less than two weeks prior to the event, call United Way at 715-834-5043.

Company Name		Today's Date	
Time (e.g. 1-1:30 pm)		Date of Presentation	

LOCATION	
<i>Include as many details as possible for the speaker: entrance location, check in procedures, etc).</i>	
Address:	
Company Contact Name (who will the speaker meet the day of):	
Phone & Email for Company Contact:	
Additional Details:	

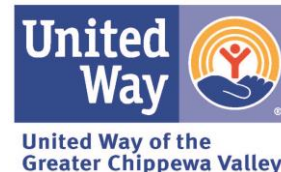
PRESENTATION DETAILS	
<i>Provide information to the speaker regarding the nature of the presentation.</i>	
Estimated Audience Size:	
Time Allotted:	
Other Scheduled Speakers:	
Meeting Venue (Break room, plant, training room, etc):	
Other Notes for Speaker:	

FOR OFFICE USE		
<input type="checkbox"/>	Speaker Scheduled:	Date:
<input type="checkbox"/>	Name:	Organization:
<input type="checkbox"/>	Phone/Email:	
<input type="checkbox"/>	Engagement Completed	Date:
<input type="checkbox"/>	Number of Attendees:	

Please submit speaker requests to United Way of the Greater Chippewa Valley via email: dolson@uwgcv.org or via fax, 715-834-0425.

Contact Dustin Olson with questions: 715-834-5043.

United Way of the Greater Chippewa Valley
3603 N. Hastings Way, Suite 200
Eau Claire, WI 54703



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Date:

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