

SPEAKER REQUEST FORM

**United
Way**



Please put your requests in early. We will do our best to find a speaker for your group meeting, but in the event that we are unable to provide you with a speaker, you will have to be prepared to take on that role yourself.

Loaned Executive Information

LE Name: _____

LE Phone: _____

LE Cell Phone: _____

LE Email: _____

Date Submitted: _____

Date of Meeting: _____

Address: _____

Directions: _____

Notes: _____

Organization Information

Name: _____

of Employees expected at meeting: _____

ECM Name: _____

ECM Phone: _____

ECM Email: _____

Time of Meeting: _____

Speaker Information:

We have received a request for a speaker for the meeting listed above. If you are available to speak at this event, please fill out this portion of the form and return it to Kathryn by email: guest4@unitedwaydutchess.org

Speaker: _____ Email: _____

Agency Phone: _____

Speakers should call their UW Loaned Executive with any questions (directions, time limits, etc.) Should the speaking engagement need to be canceled or rescheduled, please notify **Kathryn** at the United Way office, **845-471-1900 x103**

