



SPEAKER/TOUR REQUEST FORM

Please complete one form per company. Submit this request as soon as possible by filling out this form and email to lhass@unitedwaysiouxland.com or fax to 712.255.3028

DATE NEEDED:

STAFF/VOLUNTEER:

COMPANY:

ADDRESS:

CONTACT:

PHONE:

PLEASE SELECT HOW TO CONFIRM THIS REQUEST & FILL IN THE INFORMATION FOR SELECTED METHOD:

PHONE:

EMAIL:

SELECT ONE:

PRESENTATION

TOUR

VIDEO CONFERENCE

TIME:

NUMBER OF EMPLOYEES:

DESCRIPTION (INCLUDE VIDEO CONFERENCE INFORMATION)

AGENCY PARTNER SPEAKER REQUESTED

(PLEASE SELECT AGENCIES IN ORDER OF PREFERENCE FROM DROP DOWN MENU)

1ST PRIORITY:

2ND PRIORITY:

3RD PRIORITY:

DIRECTIONS TO ORGANIZATION AND SPECIFIC LOCATION OF PRESENTATION:

CONFIRMATION INFORMATION *(OFFICE USE ONLY)*

AGENCY CONFIRMED:

DATE OF CONFIRMATION:

SPEAKER:

BY:

DATE OF REQUEST: