



2020 Speaker Request Form

REQUESTING ORGANIZATION INFORMATION

Company Name:

Company Organizer's:

Name:

Phone Number:

Email:

EVENT INFORMATION

Event Date:

Event Start Time:

AM

PM

Event End Time:

AM

PM

Speaker Start Time:

AM

PM

Speech Length:

Can Speaker log off after speech? :

Pre-event run through needed? :

If yes, share information speaker will need for the run through (*date, time, etc.*):

Event Type:

Event Platform:

If "Other", share platform being used:

Event Link/Information and password information (*needed at least 2 days before event*):

Preference Notes (*list here any notes on topic or preferred charities to approach for event*):

Notes/ Comments for the Speaker about run of event or what you'd like them to share/ emphasize in their speech (*the more information, the better!*) :

AUDIENCE INFORMATION

Audience Size:

Company Environment:

Dress:

Gender:

Average Age:

Employment Type:

If "Other" share below:

***Thank you for your interest in hearing more about the
impact of these wonderful charities in our community!
Submit this completed form to mfeldmeyer@unitedwaygmwc.org and
we'll let you know when a Speaker is confirmed for your event.***