



**SPEAKERS BUREAU  
REQUEST & CONFIRMATION FORM 2006**

**PART 1: SPEAKER REQUEST**

DATE REQUIRED: \_\_\_\_\_

TIME to arrive: \_\_\_\_\_ TIME of presentation: \_\_\_\_\_ TIME for speech: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Name of ECC (Co-ordinator at Workplace): \_\_\_\_\_ Phone# \_\_\_\_\_

Size of Audience: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

Speaking to (ie. Training, Employee KickOff, etc): \_\_\_\_\_

What speakers have addressed this group in previous years? \_\_\_\_\_

United Way Rep (this person will intro presentation & field United Way questions):

\_\_\_\_\_ Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

AGENCIES requested/ISSUES of interest:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

Requested by: \_\_\_\_\_ Telephone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**PART 2: SPEAKERS BUREAU CONFIRMATION**

Name & Agency of Speaker Booked: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PART 3: CONFIRMATION FAX BACK – AGENCY SPEAKER**

Dear \_\_\_\_\_:

Thank you for agreeing to the speaking engagement detailed above. If this is your first speech this year, please fax back the Agency Speaker Biography (ATTACHED) and/or a short Introduction to our office at 244-0583. If you have any questions about the above presentation, please call \_\_\_\_\_.

Prior to the engagement, review your Guidelines & Resources Manual. Please feel free to call if you have any questions. We encourage you to bring along your agency's pamphlet to hand out. **PLEASE REMEMBER TO KNOW HOW THE FUNDS PROVIDED TO YOU BY UNITED WAY ARE USED BY YOUR AGENCY TO MEET THE NEEDS IN OUR COMMUNITY.**