

Speakers Bureau Request Form

- 1 – Submit a separate document for each activity.
- 2 – Complete **all** fields in applicable sections.
- 3 – Provide detailed directions on back for speakers and fairs. Include parking instructions, security information, etc.
- 4 – Allow at least 10 days lead time.
- 5 – Fax document to Speakers Bureau (423) 265-8598

Today's Date _____/_____/_____

Activity Date _____/_____/_____

Activity Time: _____

Type of activity (select one):

- Speaker Agency Fair (w/ prior approval of VP, Development)
 Tour Interactive Tour

Company/Site Contact: _____

Address: _____ County: _____

Phone: _____ Fax: _____ Email: _____

ECM: _____

Phone: _____ Fax: _____ Email: _____

Loaned Executive: _____

Phone: _____ Fax: _____ Email: _____

Complete this section if requesting a SPEAKER:

Type of event (select one):

- General Employee Rally Leadership Event ECM Training
 Ambassador Training Other (please specify) _____

Length of speaker's presentation _____ minutes Audience size _____ (minimum of 50 for a rally)

Complete this section if requesting TOUR or INTERACTIVE TOUR:

Number of participants _____

Additional comments: _____

Complete this section if requesting IMPACT FAIR:

Number of services desired: _____ Expected attendance _____

Impact area focus: Education/Investing In Children Stability/Building Stable Lives Most Vulnerable

Complete this section for ALL requests:

Preferred Topic:

Project Ready For School Child care After school care Involved parents Positive aspirations

Strengthening Families Parenting skills Problem solving/coping skills

Building Stable Lives Employment and training Affordable home ownership Involved residents

Active leadership UNITED WAY 211 Credit Counseling

Supporting the Most Vulnerable: Senior Services Disaster/Domestic assistance Physical/mental challenges

Other – Specify _____

Activity environment (auditorium, break room, parking lot, etc.): _____

Audience demographics (management, blue collar, etc.): _____

