Non-Profit Speaker Request Form

2013 Combined Federal Campaign Lincoln and Lancaster County Area

Please complete this form to request an agency speaker

Fax To: 402-441-6088 **Or** Email: lmeyers@unitedwaylincoln.org

If you need to schedule more than one meeting, copy this form & fill out for each meeting.

Questions? Please call Lori Meyers: 402-441-6167

Date submitted: _____

Office/Agency/Business Requesting Meeting:_____

Date of Meeting:_____Time: _____._____

LFCC/Keyworker :_____

Phone: _____ Emergency Phone :_____

Fax:_____Email: _____

Address of meeting:_____

Special Directions to meeting site: _____

Where does Speaker Check in? _____

Where does Speaker park? _____

Security clearance required? YES NO If Yes, explain protocol: _._____

Expected Attendance:_____

Requests (topic, speaker):_____

On-site Campaign Representative/contact name : _____

On-site Campaign Representative/contact Cell Number : _____

Speakers, please arrive ten minutes prior to meeting.

To be completed by PCFO for scheduling:

Scheduled Speaker:_____

Agency:_____

Phone:_____ Cell Phone _____

Fax:_____Email:_____

Special Needs: _____

Scheduled by _____ Date _____