

Non-Profit Speaker Request Form

2016 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 _____