

# Campaign Activity/Speaker Request Form



Your Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_  
Company: \_\_\_\_\_ Type of Event: Meeting Rally Other  
Department: \_\_\_\_\_ Company Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address for Presentation: \_\_\_\_\_  
Special Instructions/Details/Incentive: \_\_\_\_\_

Specific Location for Presentation (Building, Floor, Room Number, etc): \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_AM/PM Projected Attendance: \_\_\_\_\_

Length of Meeting: \_\_\_\_\_ How much time for Speaker? \_\_\_\_\_

Campaign Volunteer Attending (please circle): Yes No Name and Cell Phone \_\_\_\_\_

\_\_\_\_\_ As Loaned Executive for this account I will make the presentation.

\_\_\_\_\_ I am requesting an additional speaker for this presentation. The speaker needs to talk about the following:

\_\_\_\_\_ Education \_\_\_\_\_ Income \_\_\_\_\_ Health  
\_\_\_\_\_ Volunteering  
\_\_\_\_\_ Speaker from specific Program/Agency \_\_\_\_\_  
\_\_\_\_\_ Other (please describe): \_\_\_\_\_

**OR**

\_\_\_\_\_ No speaker is requested (reason \_\_\_\_\_)

I will need the following resources for my employee campaign: (Please include amount!)

Brochures: \_\_\_\_\_ Pledge Cards: \_\_\_\_\_ Posters: \_\_\_\_\_

## UNITED WAY OF ABILENE OFFICE USE ONLY

Name of Speaker Assigned: \_\_\_\_\_ Date Speaker Confirmed: \_\_\_\_\_  
Date Speaker Notified: \_\_\_\_\_ Date Speaker Reminded \_\_\_\_\_  
Name of ECC: \_\_\_\_\_ Date ECC Notified: \_\_\_\_\_  
Date Assigned: \_\_\_\_\_ Incentive: \_\_\_\_\_

Fax to 325/677-1847 or Email: [bethany@unitedwayabilene.org](mailto:bethany@unitedwayabilene.org)