

# Campaign Activity/Speaker Request Form

Email completed form to: shawna@unitedwayabilene.org



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## Contact Information

Loaned Executive: \_\_\_\_\_

Company/Org: \_\_\_\_\_

Company/Org. Address: \_\_\_\_\_

Employee Campaign Coordinator (ECC): \_\_\_\_\_

ECC Phone: \_\_\_\_\_

ECC Email: \_\_\_\_\_

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## Speaker Request

| Day & Date | Time | Time for Speaker | Meeting Location<br><small>(If applicable, include Building Name, Floor, Room #)</small> | Requested Speaker/Agency | LE Attending?<br>Y/N |
|------------|------|------------------|------------------------------------------------------------------------------------------|--------------------------|----------------------|
|            |      |                  |                                                                                          |                          |                      |
|            |      |                  |                                                                                          |                          |                      |
|            |      |                  |                                                                                          |                          |                      |

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## Additional Information and Supplies Requested

Please include quantities.

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|-------------------------------------------------------------|------------|----------|
| Special instructions for speaker (entrance, parking, etc.)? |            |          |
| Special incentives or giveaways?                            |            |          |
| Pledge Forms:                                               | Brochures: | Posters: |