

Agency Speaker Request



Everyone wants to know that their contribution is changing the lives of people in our community. Make your campaign come alive by inviting a speaker from a United Way agency to executive briefings, leadership giving meetings and employee meetings.

To schedule a speaker, fax this form to 866.216.3093 or contact your United Way staff partner. Please complete one form for each event. **A two-week notice is required to guarantee a speaker.** Speakers cannot be booked if the form is not complete. If you need to cancel or reschedule your event, please call 214.978.0049 immediately. *We will do our best, but we can't guarantee a specific speaker or agency.*

Contact Information

COMPANY/ORGANIZATION		CONTACT NAME	
PHONE	MOBILE PHONE	E-MAIL	FAX
ALTERNATE CONTACT NAME			
PHONE	MOBILE PHONE	E-MAIL	FAX

Request Information

EVENT DATE	TIME <input type="radio"/> AM <input type="radio"/> PM	LENGTH OF PRESENTATION	OVERALL LENGTH OF EVENT
LOCATION OF EVENT			
STREET ADDRESS			
CITY/STATE/ZIP			
Parking/security entrance instructions			
Onsite contact name/phone on day of event			
Type of event (leadership event, employee meeting, etc.)			
Anticipated audience size		Type of audience (admin., mgmt., etc.)	
Language (please check) <input type="radio"/> English <input type="radio"/> Spanish			
Additional information			
Preferred agency or speaker			



United Way of Metropolitan Dallas
Serving Dallas, Collin, Rockwall and
Southern Denton Counties
214.978.0000
www.unitedwaydallas.org

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