

Agency Tour Request



Please complete one form for each meeting. **A two-week notice is required to guarantee a tour.** To schedule, fax this form to 866.216.3093 or contact your United Way staff partner. Tours cannot be booked if the form is not complete. If you need to cancel or reschedule your event, please call 214.978.0045 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

TOUR DATE	TIME <input type="radio"/> AM <input type="radio"/> PM	LENGTH OF TOUR
Anticipated audience size _____	Type of audience (admin., mgmt., etc.) _____	
Language (please check) <input type="radio"/> English <input type="radio"/> Spanish		
Preferred agency _____		
Do you plan to take photographs? (If yes, we will need to advise the agency) <input type="radio"/> Yes <input type="radio"/> No		
Will you need to reserve a meeting room at the agency? <input type="radio"/> Yes <input type="radio"/> No (If yes, complete the following questions)		
Purpose for meeting space _____		
Number of people attending this portion of the event (size of room will be based off attendees) _____		
Duration of the meeting ____ hour(s) before OR ____ hour(s) after the agency tour		
Will food be served <input type="radio"/> Yes <input type="radio"/> No What type: boxed lunches, catered hot meal or other _____		
Desired room set-up arrangements _____		
Audio/visual request <input type="radio"/> Yes <input type="radio"/> No Explain needs _____		
Desired room set-up arrangements _____		



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

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