**UNITED WAY FOR JACKSON & GEORGE COUNTIES**

**2021 SPEAKER REQUEST FORM**

Date of Initial Request:

Date of Event:

Time of Event:

Company:

Address of Company:

Number of People Attending Event:

Expected Length of Speaking Time for Speaker:

Special Instructions:

Contact at Company: Phone:

Time Speaker Should Arrive:

Location Speaker Should Meet Contact:

(For United Way Use Only)

Date Company Contacted:

Date / Time Speaker Confirmed for:

Other Notes: