

**State of Nebraska  
Charitable Giving Campaign  
Speaker Request Form**

Please complete this form to request an agency speaker

Fax: (402) 441-6088 Or Email: [sborecky@unitedwaylincoln.org](mailto:sborecky@unitedwaylincoln.org)

If you need to schedule more than one meeting, please copy this form

**This form must be submitted five (5) business days prior to the employee meeting(s)**

**Questions? Please call Starlet at (402) 441-7176**

Date submitted: \_\_\_\_\_

Public Sector Entity Requesting Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Coordinator: \_\_\_\_\_

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

Contact number prior to meeting: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of meeting: \_\_\_\_\_

Special directions to meeting site: \_\_\_\_\_

Where does speaker park? \_\_\_\_\_

Where does speaker check in? \_\_\_\_\_

Security clearance required? YES NO If Yes, explain protocol: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Requests (topic, speaker): \_\_\_\_\_

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***Speakers, please arrive ten minutes prior to meeting.***

To be completed by United Way Staff scheduling speaker:

Scheduled speaker: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Federation Representative: \_\_\_\_\_

Federation Representative Cell Number: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_