

ATTENTION: Brandy Crumly

FAX: 323-8730

LEADERSHIP SPEAKER REQUEST FORM

(Please give **two weeks notice** if possible. Questions? Contact Brandy Crumly, 458-2019 or bcrumly@uwca.org)

TODAY'S DATE: _____

NAME OF PERSON MAKING REQUEST: _____		
PHONE: _____	FAX: _____	EMAIL: _____

COMPANY NAME: _____

COMPANY CONTACT PERSON: _____

PHONE: _____ FAX: _____ EMAIL: _____

DATE OF MEETING: _____ TIME: _____ am / pm

NUMBER OF ATTENDEES: _____ SPEECH LENGTH: _____

EVENT: _____

- SPEAKER CHOICE 1) _____
 2) _____
 3) _____

MEETING ROOM ADDRESS, DIRECTIONS, AND PARKING INSTRUCTIONS:

SPEAKER ATTIRE: () Business () Business Casual () Casual

AUDIENCE PROFILE: () Male () Administrative () Professional
 () Female () Manufacturing () Medical

What individuals will be invited to this event/Who will be attending?

OTHER HELPFUL INFORMATION FOR THE SPEAKER: