

2022 Speaker Request Form

Please complete this form to request an agency speaker.

Email: [info@unitedwaylincoln.org](mailto:info@unitedwaylincoln.org)

To schedule more than one meeting, please submit a form for each meeting.

**Please submit this form five (5) business days before your employee meeting.**

Contact Judy Hudgins at (402) 441-7700 with any questions.

Day and date of meeting: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Onsite Meeting Yes ☐

Virtual Meeting Yes ☐ Please Specify \_\_\_\_\_

Company requesting meeting: \_\_\_\_\_

Address of meeting: \_\_\_\_\_ Meeting time: \_\_\_\_\_

Coordinator 1: \_\_\_\_\_ Work #: \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Coordinator 2: \_\_\_\_\_ Work #: \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Directions to meeting site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

If security clearance is required, explain protocol: \_\_\_\_\_

\_\_\_\_\_

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

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

United Way/CHAD staff contact: \_\_\_\_\_ Cell # prior to meeting: \_\_\_\_\_

United Way/CHAD staff email: \_\_\_\_\_

Comments: \_\_\_\_\_ Date: \_\_\_\_\_

**Speakers, please note arrival time above.**

To be completed by United Way staff scheduling speaker:

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

Phone: \_\_\_\_\_ Ext \_\_\_\_\_ Cell #: \_\_\_\_\_

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



combined health  
agencies drive

