

2021 Speaker Request Form

Please complete this form to request an agency speaker.

Email: 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 Shelli Baldwin at (402) 441-7700 with any questions.

Day and date of meeting: _____ Arrival time: _____

Onsite or virtual meeting? _____ Specify details _____

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: _____



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agencies drive

