



Combined Federal Campaign CFC Event
Speaker Request Form

Please complete one form for each event you host. Forms should be submitted two weeks prior to your event, to ensure it can be filled. If you need to cancel or reschedule your event you must immediately contact the confirmed speakers as well as campaign headquarters of the change.

Federal Agency _____
Event Address _____
City / State/ Zip _____
Coordinator/ Event Host Name _____
Phone _____ Email _____
Day of Contact Phone _____ Alternate Number _____

Event Date _____	Total number of speakers requested _____
Start Time _____	Audience Size (attendees expected) _____
End Time _____	Requested Charity _____
Arrival Time _____	Requested Charity _____
Speaker Presentation Length _____	Requested Charity _____
Table for Materials? Yes _____ No _____	Are Alternates Acceptable? Yes _____ No _____

Additional information: (such as: parking, security or entrance instructions, dress code, event details, or anything else they would need to know considering they have never been to your building before.)
