

**United Arts Council of Greensboro's Speaker's Bureau
Request for Speaker & Follow-Up Form**

Name of Organization: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Today's Date: _____ Date Requested: _____ Time Requested: _____ a.m.
p.m.

Location: _____ Directions: _____

in audience: _____ %Male/Female: _____ Attire: ___ Casual ___ Professional

Organizational category: ___ Professional ___ Civic ___ Arts ___ Religious ___ Gov't

___ Educational ___ Other: _____

Requested subject(s): _____

Speaker(s): _____ Phone: _____

Speaker Email: _____ Speaker confirmed? ___ yes ___ no

**Please remember to 1) call ahead to confirm 2) take brochures/success stories
3) write a thank you note 4) submit form to UAC.*

Thank you note sent? ___ yes ___ no Follow-up needed? ___ yes ___ no

If so, what? _____

Follow-up completed? ___ yes ___ no Date of completion: _____

Questions and/or suggestions: _____

**Upon completion, please email to sstack@uacarts.org or fax to Susan
Stack, United Arts Council of Greater Greensboro, 336-373-7553.
Thank you for your participation!**