



UPAF CAMPAIGN PERFORMER/SPEAKER REQUEST FORM IN-PERSON PERFORMANCE

Please complete this form to request a UPAF Member performer or speaker during your UPAF Workplace Giving Campaign. If you are requesting multiple performances, please fill out a separate form for each occasion. Before you submit this form please:

- Confirm all dates, time and locations of performances with your company.
- Reference the Performer/Speaker Guide online for performer options and individual performance requirements.
- Consider 3 Performer/Speaker options in case your 1st or 2nd choice is unavailable.

This form should be returned to your UPAF Campaign Coordinator at least two weeks prior to the dates of your event. A confirmation notice will be emailed when the performance/speaker is secured.

Company Name:

Company Contact Information:

Name of Company Ambassador:

Phone Number: Direct Line:

Cell Phone:

Company Line:

Email:

Performance Date:

Performance Requests – Member & Activity (Try to identify the member group, vocal, theatrical, or musical type of performance of interest. Please refer to the Member Performance Guide):

- Performance Choice 1:
- Performance Choice 2:
- Performance Choice 3:

Performance Address:

Street: _____ City/State: _____ Zip Code: _____

Performance Description, Purpose and Mood:

Arrival Time: _____ am/pm

Performance Start Time: _____ am/pm

Performance End Time: _____ am/pm

Parking/Arrival Instructions:

Security & Safety Protocols in Place that Performers Must Follow (Ex: show photo ID, Names of artists required 48 hours in advance):

Audience Size: _____ **Type of Performance:** Attentive / Background / Interactive



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Available Space (in Sq. Ft.): _____

Event Run-of-show details:

Company Will Provide:

Outlets ___ Microphone ___ Armless Chairs ___ Type of Surface _____ Piano ___

Sound System ___ Load In/Out _____ Other Needs _____

Additional Comments/Notes
