



**2022 UPAF CAMPAIGN
PERFORMER/SPEAKER REQUEST FORM
IN-PERSON PERFORMANCE**

Please complete this form to request a UPAF Member Group 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 Loaned Executive in a time sensitive manner 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 Time:

am/pm

Performance Length:

Parking/Arrival Instructions:



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COVID-19 Safety Protocols in Place that Performers Must Follow:

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

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