



## 2020 UPAF CAMPAIGN PERFORMER/SPEAKER REQUEST FORM

**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 1<sup>st</sup> or 2<sup>nd</sup> choice is unavailable.

**This form must be returned to your UPAF Loaned Executive prior to the dates indicated by the performer or speaker you are selecting.**

Company Name: \_\_\_\_\_

Ambassador Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Performance Date: \_\_\_\_\_

Performance Choice 1: \_\_\_\_\_

Performance Choice 2: \_\_\_\_\_

Performance Choice 3: \_\_\_\_\_

Other Comments for the Performer: \_\_\_\_\_

**Date Performance needs to be confirmed by for internal promotion within company (this may differ from actual performance date) Please list date & member group selected:** \_\_\_\_\_

Performance Address: \_\_\_\_\_

Performance Description, Purpose and Mood:

\_\_\_\_\_  
\_\_\_\_\_

Arrival Time: \_\_\_\_\_ am/pm      Performance Time: \_\_\_\_\_ am/pm      Performance Length: \_\_\_\_\_ am/pm

Parking/Arrival Instructions:

\_\_\_\_\_  
\_\_\_\_\_

Audience Size: \_\_\_\_\_      Type of Performance: Attentive / Background / Interactive / Workshop

Available Space (in Sq. Ft.): \_\_\_\_\_

Event Run-of-show details: \_\_\_\_\_



UNITEDPERFORMINGARTSFUND

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Company Will Provide:

Outlets \_\_\_ Microphone \_\_\_ Armless Chairs \_\_\_ Type of Surface \_\_\_\_\_ Piano \_\_\_

Sound System \_\_\_ Load In/Out \_\_\_\_\_ Other Needs \_\_\_\_\_