



## 2023 UPAF CAMPAIGN PERFORMER/SPEAKER REQUEST FORM VIRTUAL 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 1<sup>st</sup> or 2<sup>nd</sup> choice is unavailable.

**This form should be returned to your UPAF Campaign Coordinator 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:

**Request is for (Check all that apply):**

- Assistance finding Pre-recorded Videos in the UPAF Prop Shop
- Special, custom pre-recorded video
- Live **virtual** experience (interactive workshops, performance or Q&A)

**Virtual Performance Date:**

**Special, Custom Video/Link Needed By:**

**Performance Description, Purpose and Mood:**

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**Arrival/Log-In Time:** \_\_\_\_\_ am/pm    **Performance Start Time:** \_\_\_\_\_ am/pm    **Performance End Time:** \_\_\_\_\_ am/pm

**Audience Size:** \_\_\_\_\_    **Type of Performance:**    Attentive    Interactive

**Event Run-of-show details:**

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**Performance Reason:**

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**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):



UNITEDPERFORMINGARTSFUND

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

**Virtual Event Details:**

- Video link/Platform (*Please specify. Example: Ring Central, Teams, Zoom*):
- Will company provide link?                      YES                      NO

**Additional Comments/Notes**

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