



UPAF Performance/Speaker REQUEST FORM

Please complete this form to request a UPAF Member Group performance 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 logistics of virtual performances with your company.
- Provide company/firm contact information for the requested performance.
- Consider 3 Live 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.

UPAF Loaned Executive/UPAF representative: _____

Company Name: _____

Company Contact Information:

- Name of Company Ambassador/Representative Name: _____
- Phone Number: direct line# _____ company # _____ cell phone# _____
- 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 (Date): _____

Performance Time: _____ **Arrival Time/Log-on Time:** _____

Performance Length: _____

Performance Type: Attentive _____ Interactive _____

Performance Description/Mood, Vibe (Is there a company theme or idea that should be considered?):

Performance Reason:

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

- Performance Choice 1:

- Performance Choice 2:

- Performance Choice 3:

The Company/Firm will provide the following items as requested by the Member/Affiliate Group:

VIRTUAL EVENT:

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

Other Comments or Notes: