



2019 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 1st or 2nd 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 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: _____

Company Will Provide:

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

Sound System ___ Load In/Out _____ Other Needs _____

Performance Choice 1: _____

Performance Choice 2: _____

Performance Choice 3: _____

Other Comments for the Performer: _____