



CITY and COUNTY OF SAN FRANCISCO
2016 Combined Charities Campaign

Speaker Request Form

___ Charity Fair

___ Department Training

___ Presentation

Complete form and FAX to:

Michelle Clancy

Local Independent Charities

Fax: (415) 925-2650

Campaign Hotline: (415) 925-2604

Please try to provide *at least 72 hours* notice to fill these requests (obviously the more notice, the better). Additionally, please bear in mind fulfilling a request for a particular speaker or organization is not always possible. It is best to keep requests more generalized.

Department: _____

Captain/Coordinator: _____ Phone: _____

Contact Person on Site: _____ Phone: _____

Event Day & Date: _____ Audience Size: _____

Start Time & Length of Meeting: (i.e. 9:00 – 10:00 am): _____

Max # of speakers desired: _____

Length of each speaker's presentation: (i.e. 30 min): _____

Street Address, Floor & Room: _____

Speaker check-in instructions: _____

Comments: _____