



CITY OF LOS ANGELES
GIVE TO LA COMBINED CHARITABLE CAMPAIGN

SPEAKER REQUEST FORM

CITY DEPARTMENT: _____ DATE OF EVENT: ____ / ____ / ____

COORDINATOR: _____ Phone: _____ FAX: _____

EMAIL ADDRESS: _____

DATE OF EVENT: _____ NUMBER IN AUDIENCE: _____

Please provide information on your In Person or *Virtual Meeting/Conference Call etc.* ZOOM/WebEx/ Microsoft Teams etc. Attach the link for the meeting if Virtual Meeting or write conference information here:

If Conference call: Number

Access Code

Other

TIME MEETING BEGINS: _____ AM / PM TIME MEETING ENDS: _____ AM / PM
IMPORTANT - Please circle AM or PM *IMPORTANT - Please circle AM or PM*

LENGTH OF SPEAKER'S PRESENTATION: _____

TYPE OF EVENT: ☐ Employee Meeting ☐ Agency Fair ☐ Training ☐ Other _____

CONTACT PERSON: _____ Phone: _____ FAX: _____
If different from "coordinator" listed above

Feel free to invite all Charities, but please select at least 3-4 below:

☐ Asian Pacific Community Fund

☐ United Latinx Fund

☐ Brotherhood Crusade

☐ United Way of Greater Los Angeles

☐ EarthShare

☐ Variety - the Children's Charity of Southern CA

☐ LAFA / Meals on Wheels

SPECIAL INSTRUCTIONS: _____

REMEMBER: Our speakers are in great demand – please allow 5 working days for scheduling when requesting.

Please e-mail completed form to campaigns@earthshare.org