

USO SPEAKER REQUEST

Date of Request: _____

Organization Name: _____

Address: _____

Contact Person: _____

Contact Phone: _____ Cell Phone: _____

EVENT: Title of Event: _____

Date of Event: _____ Time: _____

Location of Event: _____

Anticipated Attendance: _____

Demographics of audience: _____

Are you requesting a Military presence? _____ (if yes, how many)

How long should the presentation be? _____
(typically 20 min. prior to Q & A)

Equipment: Please check all that apply

- Lectern
- Vu-graph/overhead projector
- LCD Projector (computer for PowerPoint)
- Projector Screen
- Screen

Is there anything in particular, you would like the speaker to address?

Thank you for your interest in the USO of Northern Ohio. We will do our best to meet your request; however, we cannot guarantee that a speaker will be available at the time and date requested. We will contact you to confirm the status of your request.

- No fee is required; however; monetary donations are appreciated.

Assigned to: _____

Date: _____