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Speaker's Bureau Coordinator Use Only	
Date: _____	Date: _____
To: _____	To: _____
Fax#: _____	Fax#: _____
Email: _____	Email: _____

2016 Agency Request Form

Available electronically by request

<input type="checkbox"/> Speaker	<input type="checkbox"/> Display	<input type="checkbox"/> Tour
Requested by:		Telephone:
Company/Organization:		
Contact Person/Title:		
Phone:	Fax:	E-Mail:
Company Address:		
Directions:		
Engagement(s):		
Date:	Time:	Date: Time:
Date:	Time:	Date: Time:

Complete page 2 for additional request information

<u>AGENCY CONFIRMATION</u>		
Agency Only---In order to ensure effective planning please respond within 72 hours of received request		
Agency:		
Speaker:		
Phone:	Fax:	E-Mail:
Day/Dates(s):		Time:
Engagement Acceptance: (Agency Representative name must be typed) I hereby acknowledge and accept the above request at the indicated date, time and event.		
Signature:		Date:

(Electronic reply and typed name serves as signature)

ADDITIONAL INFORMATION

1. The company will have a representative/host onsite to assist the agency representative(s) and answer questions the day of the event:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name: _____ Telephone # : _____		
2. The agency representative should park in which of the following:		
<input type="checkbox"/> Reserved <input type="checkbox"/> Visitor <input type="checkbox"/> Open <input type="checkbox"/> Other _____		
3. There are several buildings at this location:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, in which building will the event take place?		
4. The company has a security desk or gate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. What is required to enter the building?		
<i>Please fill out the following information if a display is requested.</i>		
a. A car can be pulled into the loading/unloading area to load/unload the display if needed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. People or carts are available to assist with moving displays or display items if needed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. The following are available or provided for the agency representative(s) use:		
<input type="checkbox"/> Tables <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Other _____		
d. If displays are held over lunch or dinner hours, will the agency representative(s) be able to purchase food onsite:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Additional Information:		
<i>Please fill out the following information if a speaker is requested.</i>		
7. Topic of Speech:	10. Audience Type:	
8. Length of Speech:	<input type="checkbox"/> Blue Collar	
9. Group Size:	<input type="checkbox"/> White Collar	
10. Special Instructions/Requested Agency:	<input type="checkbox"/> Labor	
<i>Please fill out the following information if a tour is requested.</i>		
11. Agency or Topic Preference:		
Special Considerations/Requests:		
# of Tour Participants:		
Length of Tour:		
Date: _____	Time: _____	Date: _____
_____	_____	Time: _____