



Please email or fax your request to Lori Miller, at lmill@uwaykpt.org or (423) 578-4059 at least one week prior to event.

Speaker and Tour Request Form

Date of Request: _____

Company/Group requesting: _____

Contact Person: _____

Phone: _____ email: _____

Date and time of presentation or tour : _____

Time allotted for speaker: _____

Address/Location: _____

Directions: _____

Description of group to be addressed (i.e., male, female, type of work, # of people, etc.) _____

Key areas of interest/concern or other relevant information: _____

Type of Presentation

- UW Representative
- UW Agency Speaker
- UW Agency Tour
- UW Recipient of Service (please allow 20 minutes)
- UW Initiatives Speaker
- Agency Fair

Please contact Lori Miller (423) 378-3409 ext. 14 to schedule.

*Please see attached tour schedule. Tours are subject to cancellation if less than five people sign up.

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UW Use Only

Presenting Agency _____ Speaker or contact _____

Telephone # to reach speaker/presenter on day of event: _____

UW Staff Member attending: _____