



# Agency Speakers, Tour, Fair Request Form

## REQUEST INFORMATION:

Staff or SR Submitting Request:	
Date of Request:	
Business Requesting:	
Specify Type of Request Speaker, tour, or fair:	

**Please Note: Each meeting, tour or fair requires a separate form be completed.**

### Use this section to request an Agency Speaker:

Date Speaker needed		Time of Presentation (specify A.M., P.M.)	
Number of minutes allotted for speaker		Size of Group	Will UW Rep. be there also?
Specific agencies you would be interested in:	Arkansas Rice Depot		
Address of office			
Contact Name		Contact Number:	
Directions:			

### Use this section to request an Agency Tour:

Desired Date of Tour		Desired Time of Tour (specify A.M., P.M.)	Will UW Rep. be there also? <b>YES or NO.</b>
Size of Group:			
Specific agencies you would / would not be interested in:			
Contact Name		Contact Number:	

### Use this section to request an Agency Fair:

Date of Fair		Hours of Fair	
Number of agencies to be invited		Size of space available for each agency	
Will chairs/tables be provided?		Will electricity be provided?	
Specific agencies you would / would not be interested in:			
Anticipated Number of Employees:		Office contact name and phone number:	
Address of fair			
Directions:			

Turn in to Mary L. Kelly for scheduling.

**Please Note: A separate request form must be completed for each meeting, tour or fair.**