

Chancellor David Wilson's Speech Request Form

Please enter the details of your speech request below, being as specific as possible. However, if you do not know what to write for the optional values, please leave the fields blank. Required fields are labelled in orange. You can then mail or fax your information to the person below:

Barb Sandridge
UW Colleges/UW-Extension
432 N. Lake St., Room 527
Madison WI, 53706
Fax: (608) 262-6572

Event

Event Name:

(Please specify if this is a stand-alone event or part of a conference. Please include or send the entire conference agenda.)

Sponsoring Group:

Description of your
Organization:

Event/Sponsor Website:

Date(s) of the Event:

Date of David Wilson's
appearance:

Speech Overview

Event Start Time:

Event End Time:

Speech Start Time:

Speech End Time:

Topic of the Speech:

Purpose of the Speech:

Last Year's Speaker(s):

Logistics

Number Attending:

Person meeting David Wilson upon arrival:

Location Name:

Location Address:

Designated Parking:

Building Entrance:

Driving Directions
(Include Landmarks):

Event Site Phone:

On-site Mobile Phone:

Seating arrangements for
David Wilson:

Media Plans:

Contact

Contact name for this
event:

Email Address:

Primary Phone:

Secondary/Mobile Phone: