

SPEAKERS REQUEST 2020

Iris Request Form		Cell #:	
Company Requesting Speaker:			
Total Number of Agencies/Speakers Requested:			
List 3 Area(s) or Agencies of Interest:			
1.			
2.			
3.			
Date of Event:		Arrival Time:	
Event Start Time:		Event Duration:	
Event Description:			
Special request from company:			
Please provide a contact name and phone number in the event that the speaker gets lost or has trouble on the road. If this information is omitted, it is assumed the speaker should contact the United Way staff member listed above.			
Name and Phone Number:			
Physical address of the event with detailed directions to the destination:			
Any helpful information for the speaker upon arrival: e.g. where to park, building number, department name, and what the speaker should bring.			
NOTE TO SPEAKER/AGENCY: Please let us know <i>within 2 BUSINESS DAYS</i> whether you can or cannot fulfill this request. Iris will find a replacement if no response is received during this time frame. Thank you so much.			
Iris Domestic Violence Center P.O. Box 52809 Baton Rouge, La 70892		Contact: Janice F. Richards 225-389-3001 jrichards@stopdv.org	