

**CITY and COUNTY OF SAN FRANCISCO**  
2011 Combined Charities Campaign

Speaker Request Form

\_\_\_\_ Charity Fair

\_\_\_\_ Department Training

\_\_\_\_ Presentation

**Complete form and FAX to:**

**Michelle Clancy**  
Local Independent Charities  
Fax: (415) 925-2650  
Campaign Hotline: (415) 925-2604

Department: \_\_\_\_\_

Captain/Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person on Site: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_ Audience Size: \_\_\_\_\_

Start Time & Length of Meeting: (i.e. 9:00 – 10:00 am): \_\_\_\_\_

Max # of speakers desired: \_\_\_\_\_

Length of speaker's presentation: (i.e. 30 min): \_\_\_\_\_

Street Address, Floor & Room: \_\_\_\_\_

\_\_\_\_\_

Speaker check-in instructions: \_\_\_\_\_

\_\_\_\_\_

Wheelchair Accessible? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Copy this form as needed or download from website**  
**<http://www.sfgov.org/charity>**