

Agency Tour Request

Please complete one form for each meeting. A two-week notice is required to guarantee a tour. To schedule a tour, fax this form to (732) 247-9855 or contact your United Way representative. Tours cannot be booked if the form is not complete. If you need to cancel or reschedule your event, please call (732) 247-3727 immediately.

United Way will make every attempt, but cannot guarantee a specific speaker or agency.

Contact Information

COMPANY/ORGANIZATION

CONTACT NAME

PHONE

MOBILE

E-MAIL

FAX

Request Information

TOUR DATE

TIME

AM PM

LENGTH OF TOUR

Best way to confirm

Phone

Fax

E-mail

Anticipated audience size

Type of audience (admin., mgmt., etc.)

Language (please check)

English

Spanish

Preferred agency

Additional agencies (if preference not available)

Will you bring a photographer? *(If yes, we will need to advise the agency)*

Yes

No

Will you need to reserve a meeting room at the agency?

Yes

No

(If yes, complete the following questions)

Purpose for meeting space

Number of people attending this portion of the event (size of room will be based off attendees)

Duration of the meeting ___ hour(s) before **OR** ___ hour(s) after the agency tour

Will food be served

Yes No

What type: boxed lunches, catered hot meal or other

Audio/visual request

Yes No

Explain needs

Desired room set-up arrangements

