

Workaid: The Old Boot Factory, Chesham, Bucks, HP5 2AA T: 01494-775220 E: admin@workaid.org W: www.workaid.org

SPEAKER REQUEST FORM <i>(please print)</i>	
<i>Please complete this Speaker Request Form and return via email to: admin@workaid.org</i>	
Date Speaker required (please offer 1 or 2 alternative dates)	
Organisation's name	
Event location address & post code	
Name of contact person home address & post code Tele no: home & mobile E-mail address:	
Event arrival time and start time	
Estimate number of people attending	
Has your group had a Workaid speaker before?	
Required duration of talk (minutes)	
How did you hear about Workaid?	
Signature of contact person	
Date	
Facilities available at the Event Venue – please specify	
Computer or laptop	
WiFi / internet access	
DVD player	
Projector	
Microphone for hard of hearing	
Screen	
Lectern	
Small table	

Our Workaid Speakers are volunteers who give talks about the charity to local organisations, businesses and community groups to raise funds for the charity. In addition, there are a few Workaid Area Organisers, who may be able to give a talk in their local district. Your generous donation will help change people's lives. Please mark cheques "Speaker" on the reverse side and the date of the talk. THANK YOU. If your donation can be Gift Aided then Workaid can reclaim 25% tax from HM Revenue & Customs. Please ask Workaid for a Gift Aid form.

For Workaid office use only – please print			
Date completed form received		Actual No. of Attendees	
Date checked & engagement confirmed as		Donation received £p	
Name of Workaid speaker		Receipt No:	
		Thank you letter sent [date]	

Speakers Request Form March 2019.doc

