

Workaid: The Old Boot Factory, Chesham, Bucks, HP5 2AA T: 01494-775220 E: [admin@workaid.org](mailto:admin@workaid.org) W: [www.workaid.org](http://www.workaid.org)

<b>SPEAKER REQUEST FORM</b> <i>(please print)</i>	
<i>Please complete this Speaker Request Form and return via email to: <a href="mailto:admin@workaid.org">admin@workaid.org</a></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 Telephone 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	
<b>Facilities available at the Event Venue – please specify</b>	
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.*

<b>For Workaid office use only – please print</b>			
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 October 2019.doc

