

The Old Boot Factory, 71 Townsend Road, Chesham, Buckinghamshire, HP5 2AA

## SPEAKER REQUEST FORM *(please print)*

*Please complete this Speaker Request Form and return via email to: [admin@workaid.org](mailto:admin@workaid.org)*

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	
<b><i>Facilities available at the Event Venue – please specify</i></b>	
Computer or laptop	
Wi-Fi / 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:	
		Date Thank you letter sent	

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01494 775220

admin@workaid.org

workaid.org

**Registered Charity Number:** 1041574

**Registered Company Number:** 2576450

**VAT No.:** 792 7512 01

**Founder:** Kenneth Nunn

**Chairman:** Trevor Bartlett

**Chief Executive:** Adrian Hatch

**Patrons:** Sir William Castell

Lady Johnson

Mr Gary Grant

Sylvia Parrott MBE