King County Employee Giving Program
Giving Works!

Speaker Request Form

Date of Request:_____ Contact making request: _____

Phone: _____Email: _____

DETAILS OF REQUEST

Date of Speaking Engagement: _____Start Time:_____

Length of Presentation Requested: _____ Audience Size:_____
Please ensure a minimum of 10 minutes. 15 minutes is preferred.

We will also try to send a speaker from the Employee Giving Program and will confirm with you ahead of time.

Topic request/ Type of nonprofit (i.e. children, serving homeless, disaster relief, etc):

Specific Nonprofit Request (Please see speaker bureau list, only nonprofits on this list will be contacted. For best results please list 3 preferred nonprofits.)

AUDIENCE:
□ Office staff □ Leadership □ Crew □ Other (please explain):_____

Department/Division/Section:_____

Address: _____

Day-of Phone (Where nonprofit can call if necessary):_____

TYPE OF EVENT
□ Special Meeting for Campaign
□ Regular Staff Meeting
□ Shift Change/ Roll Call Meeting
□ Safety Meeting
□ Special Fundraiser for Campaign
□ Other: _____

AUDIO/VISUAL RESOURCES AVAILABLE AT SITE
□ TV
□ DVD Player
□ LCD Projector
□ Overhead Projector
□ Flip Chart/ Easel
□ VHS Player

Directions/ Parking Info (you may provide separately): _____

Comments/Special Instructions:_____

Presentation content will be tailored to the audience size and type collaboratively with the presentation contact person.

Complete and return via email, fax, or interoffice mail to:
Junelle Schrum
King County Employee Giving Program
CNK-ES-0231
401 Fifth Avenue, Second Floor
Seattle, WA. 98104
Junelle.schrum@kingcounty.gov
Tel: 206.263.9405 Fax 206.263.3750

Employee Giving Program use only

Executive: _____Coordinator: _____

Nonprofits: _____

Confirmation date: _____