

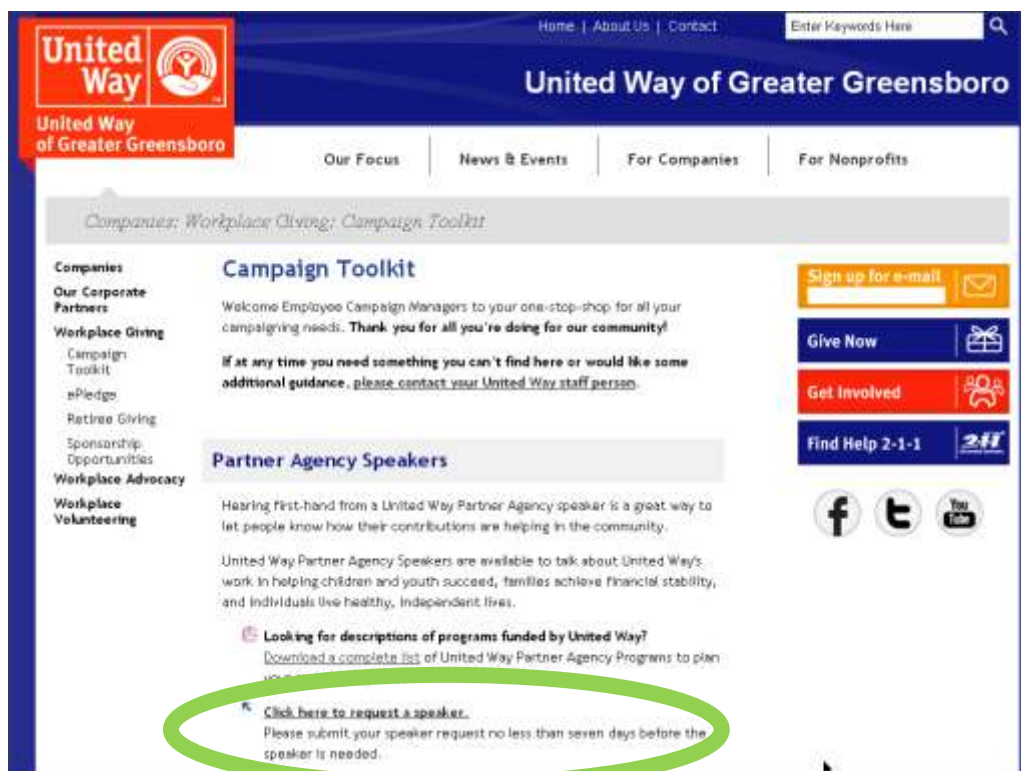
SPEAKER REQUEST WEBSITE BASED PROCESS



1. Start at UnitedWayGSO.org and click on the Toolkit Central link



2. Click on the Speaker Request link



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3. The Speaker Request page will load in a new window.

The screenshot shows the 'Speaker Request Form' for the United Way of Greater Greensboro. The form includes a header with the 'LIVE UNITED' logo and the organization's name. Below the header, there is an 'IMPORTANT NOTE FOR CAMPAIGN ASSOCIATES, ACCOUNT MANAGERS, EMPLOYEE CAMPAIGN MANAGERS:' followed by the instruction: 'PLEASE submit your speaker request 7 DAYS before the speaker is needed.' The form fields are organized into two columns. The left column contains: 'Requested Date: **' (with a calendar icon), 'Requested Time: **' (with a dropdown arrow), 'Agency Requested:' (with a dropdown arrow), 'Would you like a Program recipient to speak as well?' (with radio buttons for 'Yes' and 'No'), 'Focus Area or Initiative:' (with a dropdown arrow), 'Alternate Agency:' (with a dropdown arrow), 'Would you like a Program recipient to speak as well?' (with radio buttons for 'Yes' and 'No'), 'Focus Area or Initiative:' (with a dropdown arrow), 'Time Allotted for Speaker (hh:mm)' (with a text input field showing '0:00'), and 'Approx. number in audience:' (with a text input field showing '0'). The right column contains: 'Requested Date: **' (with a calendar icon), 'Requested Time: **' (with a dropdown arrow), 'Agency Requested:' (with a dropdown arrow), 'Would you like a Program recipient to speak as well?' (with radio buttons for 'Yes' and 'No'), 'Focus Area or Initiative:' (with a dropdown arrow), 'Alternate Agency:' (with a dropdown arrow), 'Would you like a Program recipient to speak as well?' (with radio buttons for 'Yes' and 'No'), 'Focus Area or Initiative:' (with a dropdown arrow), 'Time Allotted for Speaker (hh:mm)' (with a text input field showing '0:00'), and 'Approx. number in audience:' (with a text input field showing '0'). Below the form fields, there is a 'Please Check:' section with three groups of radio buttons: 'Dress:' (Professional, Business Casual), 'Audience:' (Professional, Blue Collar), and 'Setting:' (Office, Warehouse, Factory).

It is important to note the timeline needed for speaker requests (at least 7 days before event).

Requested Date: Select the date a speaker is needed (the calendar is populated)

Requested Time: Select the time of day a speaker is needed (the calendar is populated)

Agency Requested: Select the name of a United Way Partner Agency you would like for a speaker. The list of agencies is populated. A list of Partner Agency Programs that receive United Way support can be found [here](#).

Would you like a Program Recipient to speak as well: This option is not required. If you would like someone who has benefited from a Partner Agency **Program to speak ~ choose “yes”** and write in that **program ‘s name**. A list of Partner Agency Programs that receive United Way support can be found [here](#).

Time Allotted for Speaker: How long do you need the speaker to present (notice the time format of hh.mm, example: 1.5 for 1 hour and 30 minutes)

Approx. number in audience: How many staff members do you expect

Dress: How should the speaker be dressed

Audience: Select the time of day a speaker is needed (the calendar is populated)

Setting: Select the name of a United Way Partner Agency you would like for a speaker. The list of agencies is populated. A list of Partner Agency Programs that receive United Way support can be found [here](#).

SPEAKER REQUEST WEBSITE BASED PROCESS

(Continued)

Please Check:

Dress:
☒ Professional
☐ Business Casual

Audience:
☒ Professional
☐ Blue Collar

Setting:
☒ Office
☐ Warehouse
☐ Factory

Company making request: **

Company Contact Name: **

Company Phone #: **

E-mail address:

Company Physical Address:

Location of Meeting (if different than above)

Company's line of work:

Directions/special instructions (please indicate which entrance or building if more than one):

Company making request: Please list your company name “Company XYZ”

Company Contact Name: Who should the speaker call with any questions or comments?

Company Phone: The telephone number of the contact person

Email address: The e-mail of the contact person

Company Phone: The telephone number of the contact person

Company Physical Address: The address where the speaker should meet you

Location of Meeting: Exactly where the speaker is to speak; such as the Unit #, the floor #, or the meeting or conference room #. We recommend that you meet them in the lobby

Company's line of work: What type of work does your department do

Directions/special instructions: Please give very detailed instructions, so the speaker will know exactly where to park, to meet you, travel time to find parking and to the meeting location as well as any safety precautions, etc.

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4. Once the form is completed, simply click **"SUBMIT"**. Once the form is received, your request will be sent to the Agency or Agencies you requested.

After the Agency confirms the speaker, you will receive an email confirmation.

For questions contact the United Way Coordinator: Marie Boulware 336-378-5033, Fax 336-378-6611, marie.boulware@unitedwaygso.org