



2008 United Way Community Partner Presenter Request Form

Organization Name:		ID :
Presentation Date:		Address and room location of presentation:
Date request submitted:		
United Way Contact at Event Name: Phone: Cell Phone:		Company contact at event: Name: Phone: Cell Phone:
Presenter to arrive at:	Presentation time:	Total time allotted: 5 -10 min

AUDIENCE PROFILE: (PLEASE COMPLETE WITH RELEVANT INFORMATION)

Audience size: Male Female Mixed Group
 Approximate age group 20 – 30 yrs 30 – 45 yrs 45 – 65 yrs
 Is the audience unionized? No Yes Union Affiliation:

Clerical Sales Management Trades Other:
 Attire: Business Casual

KEY AREAS OF FOCUS for company's campaign: KEY MESSAGES for presenter to communicate:	RESULTS	2007	2006
	Corporate \$		
	Employee \$		
	TOTAL		
	% of UW \$ Emp		
	Leadership \$		
	# Community Heroes		
	# Leaders of the Way +		

AGENDA:

Does this agenda include an agency speaker? Yes No
 Does this agenda include the campaign video? Yes No

Requested by: _____ *Division:* _____
Staff Assigned: _____

UW Workplace Campaign Team will complete this area

Name of Presenter confirmed: Cell Phone: Phone: _____ Fax: _____	Date confirmed: Email: _____
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Once the speaker has been confirmed, you and your RDC will be receive

- ✓ confirmation
- ✓ copy of this form
- ✓ copy of the speaker's biography
- ✓ feedback form

Next steps:

- **UW Rep to confirm equipment needs: Laptop, overhead projector, and/or TV and VCR.**
- **After presentation, complete Community Partner Presenter Feedback Form.**



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The more notice given, the greater the likelihood of your first choice being available. **Many of our speakers require at least three weeks advance notice.**

When selecting your choices for a Community Partner Presenter, consider the needs of your organization and what the objectives are of the presentation.

Do you need:

- an industry “name” or someone who will draw an audience to your event?
- someone, perhaps a community or agency expert who will provide a United Way accountability message to loyal donors?
- someone who is considered a peer of the audience to encourage new Leadership donors?
- someone from another organisation from whom the employees would like to hear

PRESENTER CHOICES

	Presenter Requested	Rationale for selection, if known
1.		
2.		
3.		

Attach this to the top of the Leadership Presenter Request / Briefing Notes Sheet

**** Please return your completed Leadership Presenter Request form to your Loaned Representative, staff partner or to Leitha Cosentino (Leitha.cosentino@kelowna.unitedway.ca) Campaign Manager**
