



REQUEST FOR SPEAKER/VOLUNTEER
Campaign 2016

Please fill out one request for each event.

Work Site:		Date of Request:
Date of Event :	Time:	
Work Site Contact Person:		
Phone: (for Shares staff use only)	Email: (for Shares staff use only)	
Type of Event (presentation; agency fair; etc.):	Length of Presentation:	
Address of Event Site:	Additional Info/Details re: Event Site:	
# of People Expected:	Atmosphere; Dress Code; etc:	

Info taken by:

Shares Staff completes this information.

Materials Needed	
Brochures: <input type="checkbox"/> YES <input type="checkbox"/> NO How many?	Table-top Display: <input type="checkbox"/> YES <input type="checkbox"/> NO
Pledge Forms: <input type="checkbox"/> YES <input type="checkbox"/> NO How many? Shares or Joint?	Give-Aways: <input type="checkbox"/> YES <input type="checkbox"/> NO What? How many?
Volunteer to pick up materials in advance? <input type="checkbox"/> YES <input type="checkbox"/> NO	Volunteer to deliver materials to Shares after event? <input type="checkbox"/> YES <input type="checkbox"/> NO
Other Information for Volunteer:	
Volunteer Assigned:	Member Group:
Volunteer Cell Phone:	Email:
Shares Staff Present at Event: <input type="checkbox"/> YES <input type="checkbox"/> No	Who?