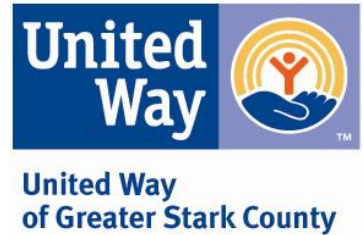


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Speakers Bureau Process – Workplace Requests

- To schedule a speaker to come to your workplace meeting(s) please contact your United Way of Greater Stark County campaign contact (Carrie Clemens at 330.491.9974 or clemens@uwgsc.org OR Angela Perisic at 330.491.9952 or aperisic@uwgsc.org). If you are unsure who your contact is, please contact Gilda Stevens at 330.491.9959 or gstevens@uwgsc.org for assistance.
- When we receive a request from an organization for a speaker, we will try to match the company's request for a specific topic, speaker or agency, if there is a preference. Please note that we will make the best effort to match preferences, but remember that not all speakers will be available at all times.
- Request forms for speakers and tours must include complete and accurate information. If information does not pertain to your request, please write N/A. Please provide as much information as possible about the speaking engagement and audience so that we can match an appropriate speaker to your audience.
- Gilda, or another representative from the campaign team will contact you by phone or e-mail if additional information is needed.
- Speaker requests should be submitted to United Way of Greater Stark County at least 2 weeks in advance. Earlier completion of request forms will help guarantee the agency or speaker of your choice when requested. Last minute requests will be filled to the best of our ability. United Way cannot guarantee the first choice agency for last minute requests.
- The Campaign Coordinator will receive an e-mail confirmation with contact name of speaker and agency.
- The Campaign Coordinator will also receive a short biography on the speaker – about 30 seconds' worth of information so that they may be introduced at the meeting.
- After your event, you will receive a brief evaluation form from Gilda. Please complete and return to United Way of Greater Stark County. We value your feedback on our participating speakers and ways to improve the Speakers Bureau.