

ORANGE SKY

SPEAKING ENGAGEMENT REQUEST PROCESS

A step-by-step guide to coordinating a speaking request:

1

GATHER DETAILS

- Organisation
- Contact Name
- Date & Time of event (or options)
- Details of event (e.g. online, van needed, presentation, appearance/attendance only)
- Relevance of attendance

2

ADVISE COMMUNITY FUNDRAISING TEAM AT ORANGE SKY

- Comment in the Asana task 'PROCESS // Speaking Engagement Requests' in section 6 of your service location Asana project with the above details

3

COMMUNITY FUNDRAISING TEAM TO REVIEW OPPORTUNITY

- Community Fundraising team at Orange Sky will review the opportunity and make contact with the organiser to progress or decline
- If the opportunity is progressed, the community fundraising team will be in contact with the CEC to discuss next steps to coordinate

