



How to Schedule Nonprofit Representatives and Speakers

SCHEDULING NONPROFITS

One of the best ways to excite your donors is to give them a chance to meet CCC nonprofits and learn firsthand the needs in the community. It's our pleasure to help you identify and secure nonprofit representatives for fairs and speaking opportunities.

BEST PRACTICES

To make the most of a nonprofit fair or speaking opportunity, here are some helpful suggestions, courtesy of other Lead Coordinators and CCC charity friends.

- Know what nonprofits and causes were your department's top ten in 2017. (We can provide you with this information upon your request.)
- Make the fair or the speaker the focal point, versus trying to combine a variety of activities.
- Schedule your event at a time people are most likely to be taking a break (for instance, lunch time).
- Promote your event up front, and don't forget to include food and a prize or giveaways of some sort. (We can help with these; just contact us.)
- Encourage interaction by (for instance) making it necessary to visit every nonprofit's table in order to be entered into a contest.
- Condense the timeframe (say, from two hours to 90 minutes). This can actually spur participation (both for employees and nonprofits).
- Use your event to collect paper pledge forms and/or online pledges. A recurring payroll pledge is more beneficial than a few dollars charged at the door.

A FINAL NOTE

The fall is workplace giving season, and nonprofits are being asked to attend many events, for the CCC and a variety of other governmental and private-employer campaigns. Be sure to submit your request to us as soon as you can (within at least three weeks of your desired event date). Finally, animals have long been a popular staple at nonprofit fairs, but increasingly animal groups are unable to bring them, due to logistical and liability concerns. What other nonprofits or causes would be of interest to your department? Think outside of the box a bit to create an engaging, interesting and meaningful event for your coworkers and potential donors.



Nonprofit Event Request Form

Complete both pages and return to info@coloradocombinedcampaign.org

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| Department/division name | |
| Date of event | |
| Event type (fair, speakers, chili cookoff, etc.) | |
| Location (name of location and address) | |
| Type of location (indoor, outdoor, conference room, etc.) | |
| Start/finish time | |
| Set-up time (if different than start time) | |
| # of charities desired | |
| Specific charities or cause areas desired (animal groups, environmental, etc.) | |
| Are you requesting animals? Yes/no | |
| If requesting animals, have you verified they're allowed at your facility? | |
| What's provided for nonprofits (tables, chairs, etc.) | |
| Type of materials charities should bring (printed materials, promotional items to give away, etc.) | |
| Number of employee attendees expected | |
| Security instructions if necessary | |
| Parking instructions | |
| Brief description of your plan to promote fair or speakers (posters, email, etc.) | |

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| Brief description of your plan to collected completed pledge forms or online pledges at your event | |
| Event contact name | |
| Event contact email | |
| Event contact phone | |