

# Speaker Request Form

For greater efficiency please fill in the online form at [www.allwecan.org.uk/speaker](http://www.allwecan.org.uk/speaker) alternatively please fill in and scan the below to [info@allwecan.org.uk](mailto:info@allwecan.org.uk) or return by post to All We Can, Methodist Church House, 25 Marylebone Road, London NW1 5JR. Thank you! Please talk to your contact from All We Can if you have any questions.

## The event

Date of event: \_\_\_\_\_ Start and end times of event: \_\_\_\_\_ Approx number of people expected: \_\_\_\_\_

Church, District and Circuit: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
(full address and postcode) \_\_\_\_\_

Description and purpose of event:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the expected audience in terms of age range, gender, level of interest in development work, history of campaigning activity, etc:  
\_\_\_\_\_  
\_\_\_\_\_

What would you like the speaker to do?

- Take part in a service
  - sermon
  - other (please give details below)
- Provide general overview of All We Can's work
- Present on a specific theme
- Facilitate a workshop. Please specify topic(s) here:
- Other (please give details below)

Further details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long would you like our representative to speak for? \_\_\_\_\_

Is this the first time you have had a speaker from All We Can?

Yes/No

If Yes, how did you hear about All We Can?  
\_\_\_\_\_

***Continues over***

## Equipment and transport

Can you provide any of the following equipment?

- Screen
- Projector (compatible with PowerPoint)
- Laptop with PowerPoint
- Extension cables

Is there anything else you would like All We Can to provide? (For example, leaflets or posters)

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Will there be a collection for All We Can? If so, how many gift aid envelopes would you like? \_\_\_\_\_

How is the venue best accessed by public transport? Can you provide help with this, e.g. pick up from nearest station?

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## Additional Information

Please use this space to provide any additional information that will help us plan the event:

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## Marketing and publicity

Have you invited your circuit or other people from the local area? If not, would you consider doing this?

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Are you happy for All We Can to advertise this event through our website and social media?

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Please consider advertising in your District/Circuit newsletter or website.

You might be able to highlight the event in regional newspapers, the Methodist Recorder or other publications. Several E-newsletters produced by the Methodist Church are useful to advertise events or feature a report.

We can provide a poster for you to display in your church.

For more information about advertising the event, please contact us at [info@allwecan.org.uk](mailto:info@allwecan.org.uk)

## Person making booking

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel (day) \_\_\_\_\_ Email \_\_\_\_\_

**We will never sell or pass on your personal details to other organisations. We will use your details to provide you with occasional communications about our work.**

Please tick if you would like to **opt out** of further communications from All We Can (we will still communicate with you regarding this speaking engagement).