



Speakers & Fairs Workflow Public Sector Campaigns

The Process

- A Federal/State Campaign Coordinator will send an event request to the Public Sector Office at least 2 weeks prior to the event date
- Public Sector Staff will then send an ELECTRONIC invitation (with attached event details) to requested charities & copy the Federal/State Coordinator into the communication.
 - These contacts are pulled from the Charity Participation Form
 - To receive invitations for events during campaign season charities must complete and provide the Charity Participation form. If a charity does not provide the completed form, it is understood that the charity will not receive contact for speakers or fairs during campaign season.
- The charity is responsible for responding to the invitation w/a completed acceptance form (attached in email) or a denial email with 72 hours (3 business days)
 - If no response after the 72 hour (3 business day) response period, the slot will be filled with another charity.
 - **FEDERATIONS:** Responsible for ANY commitments made on your behalf. DO NOT CONFIRM WITHOUT A SOLID COMMITMENT FROM YOUR MEMBER CHARITIES OR A FEDERATION REPRESENTATIVE.
- The Federal/State coordinator will provide any additional instruction or direction where needed.

All questions should be forwarded to the coordinator.

 - Remember to read the attached detail form within the original invitation prior to committing



Guidelines

- **If you make a commitment → Keep it**
- **Cancelations:**
 - Need to be submitted 72 hours before the event date (or as soon as possible)
 - Communicated to the coordinator and the Public Sector Staff who sent the original invitation
- **NO CALL/NO SHOW-**
 - After 2 times your organization will be removed from the SF Participation list
- **CANCEL ON SHORT NOTICE (LESS THAN 72 HOURS):**
 - After 3 times your organization will be removed from the SF Participation list
- **LAST MINUTE REQUESTS-**
 - We are actively working to decrease the number of last minute request submitted
 - The more advanced notice you give, the better
 - If there is a doubt on availability, DON'T COMMIT
- **DO NOT KEEP/MAINTAIN FEDERAL/STATE EMPLOYEE INFORMATION FOR ANY OTHER PURPOSE THAN YOUR REQUESTED EVENT.**
 - I.E. NO NEWSLETTERS, NO EMAIL MARKETING, NO SNAIL MAIL MARKETING AND NO SOLICITATIONS OF ANY KIND.