



Hattie Larlham Speakers Bureau



Thank you for your interest in Hattie Larlham. We provide services to nearly 3,000 people with intellectual and developmental disabilities in Ohio. When the nonprofit organization began in 1961, Mrs. Larlham and her family were caring for infants with developmental disabilities in their home. Since its humble beginnings, Hattie Larlham has grown to include residential, medical, work training services as well as respite and in-home care and camp and play programs.

It would be an honor to share our story with your organization. We cover a variety of topics including, but not limited to, community integration, employment of people with disabilities, volunteer opportunities and ways to support Hattie Larlham.

We are happy to explore different topics or customize a presentation for your organization. Please contact us to schedule a speaker.

Thank you,

Francesca Alex
Special Events Coordinator
(330) 274-2272, ext. 3084
francesca.alex@hattielarlham.org

SPEAKER TOPICS

Hattie Larlham provides speakers for organizations free of charge, but we are grateful for donations that support our mission. For more information about how your organization can make a donation to Hattie Larlham please contact Francesca Alex, Special Events Coordinator, at (330) 274-2272, ext. 3084, or francesca.alex@hattielarlham.org.

Topics include and are not limited to:

- Hattie Larlham Overview of Services:
 - Medical
 - Residential
 - Respite
 - Foster Care
 - Work Training and Community Employment
 - Supported Living
 - Recreation and Day Programs
 - Hattie's Preschool
 - Summer Camps
- Supporting Hattie Larlham – Donating, Fundraising and Volunteering
- Corporate Partnership
- Third Party Events
- The Future of Services

SCHEDULING A SPEAKER

- ❖ **CONTACT** Hattie Larlham Special Events Coordinator Francesca Alex at (330) 274-2272, ext. 3084 or francesca.alex@hattielarlham.org. Try to give as much notice as possible when requesting a speaker. Two to three months advance notice is ideal.
- ❖ **COMPLETE** and submit the speakers bureau request form. Give us as much information as possible about your event, including the purpose of the event, date, time and audience size. This helps us find the most appropriate speaker for you.
- ❖ **PROMOTE** the scheduled speaking engagement in your organization's newsletter, website, and social media pages.

In the event your speaking engagement gets rescheduled or cancelled, please contact Hattie Larlham as soon as possible.

PROMOTING YOUR SPEAKER

SOCIAL MEDIA

Social media is a great way to promote your speaker. We recommend using a photo of the speaker, which we will provide to you. This will better capture your fans' attention in the newsfeed. We also recommend keeping your message short and concise. If you write a post and tag us, we will be sure to share it with our followers. Tag Hattie Larlham by using our handle @HattieLarlham.

Like us on Facebook and follow us on Twitter, LinkedIn and Instagram:

www.facebook.com/hattielarlham

www.twitter.com/HattieLarlham

<http://www.linkedin.com/companies/hattie-larlham>

www.instagram.com/hattie_larlham/

Sample Post:

Join us for our next town hall meeting on Wed., Feb. 9 at 10 a.m. Guest speaker Laura Walker of *Hattie Larlham will be here to discuss employment opportunities for people with developmental disabilities. To register, contact PERSON at XXX-XXX-XXXX or PERSON@townhall.org.

*For a social media post, you'd use @HattieLarlham to tag us in the post.

E-MAIL

E-mail is another great tool you can use to promote your speaker. Simply include all of the details of your event with background on the speaker. Again we recommend using a photo of the speaker:

Sample E-mail:

Join us for our next town hall meeting on Wed., Feb. 9 at 10 a.m. Guest speaker Laura Walker of Hattie Larlham will be here to discuss employment opportunities for people with developmental disabilities.

Laura Walker is the director of Hattie Larlham's Vocational Services. Laura has been with the nonprofit organization for nine years and has a true passion for helping people. Vocational Services matches employment to people with developmental disabilities and helps them strive for the highest level of success.

To register, contact PERSON at XXX-XXX-XXXX or PERSON@townhall.org.

IMPORTANT NOTE

Hattie Larlham Photo Usage

Please do not use photos from our website or of the people that Hattie Larlham serves unless permission has been granted to you through our Corporate Communications department. Those photos are property of Hattie Larlham and we have been granted permission to use them.

Hattie Larlham Logo Usage

Please place the sponsoring organization's name and/or logo in a prominent location for all advertising and promotional material. The Hattie Larlham logo may be used in conjunction with the Hattie Larlham name. Hattie Larlham logo may only be reproduced in its original colors.

SPEAKERS BUREAU FREQUENTLY ASKED QUESTIONS

What can you expect from the Hattie Larlham Speakers Bureau?

- Hattie Larlham will contact you within one week of receiving your speakers bureau request form.
- We will select the most appropriate speaker and topic for your event.
- We will confirm the speaking arrangement by contacting you and providing a photo and biography of the speaker that will be attending.
- While we will do our best to address a request for a speaker on short notice (within a month of the date of request), this is not always possible.
- If a speaker must cancel due to unforeseen circumstances, we will make every effort to find a suitable replacement and be sure to notify you in a timely manner.

What does the Hattie Larlham Speakers Bureau expect from you?

- Speakers should be requested by submitting a request form to Francesca Alex.
- Please request a speaker two to three months prior to your event date.
- Please indicate on the speaker request form if there is a specific speaker you are interested in or a special topic.
- Please give us as much information as possible about your event, including the purpose of the event, date, times and audience numbers. This helps us find the most appropriate speaker for you.
- Please contact the Corporate Communications team at (330) 274-2272, ext. 3049, for permission to publish speakers bureau member presentations on your website or in a conference or other program. The material may be copyrighted.
- Please copy francesca.alex@hattielarlham.org on any correspondence you have with the speaker regarding that person's engagement either prior to or after your event.

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Thank you for your interest in Hattie Larlham.

HATTIE LARLHAM CONTACT INFORMATION

To schedule a speaking engagement:

Francesca Alex, Special Events Coordinator

Phone: (330) 274-2272, ext. 3084

Email: francesca.alex@hattielarham.org

For media inquiries and general information about Hattie Larlham:

Tania Santos, External Communications Officer

Phone: (330) 274-2272, ext. 3049

E-Mail: <mailto:rania.santos@hattielarham.org>

By Mail:

Hattie Larlham Foundation

Attn: Francesca Alex

7996 Darrow Road, Suite 10

Twinsburg, OH 44087

www.hattielarham.org



Hattie Larlham Speakers Bureau Request Form

Organization Information

Organization Name	
Organization Website	
Contact Person	
Contact Mailing Address	
Contact Phone	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Contact Email	

Speaking Engagement Information

Requested Date		Alternate Date
Start Time of Engagement		Speaking Time Length
Actual Length of Speaking time		
Location of Speaking Engagement		
Expected Size of Audience		
Desired Topic		
AV/Other equipment available at location (please check all that apply):	<input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Table <input type="checkbox"/> Laptop <input type="checkbox"/> TV/VCR <input type="checkbox"/> Screen <input type="checkbox"/> LCD Projector <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Other (describe):	
Will meal be provided for speaker?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
May Hattie Larlham distribute literature?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
How will your organization promote this speaking engagement?		
Does your organization use social media?	<input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Other: _____	
Promotional materials requested	<input type="checkbox"/> Speaker Bio <input type="checkbox"/> Speaker Photo <input type="checkbox"/> General Hattie Larlham Photo	
Is your organization interested in a tour of the Hattie Larlham Center for Children with Disabilities in Mantua?	<input type="checkbox"/> Yes <input type="checkbox"/> Not at this time	
Comments/Additional information		

For Office Use Only			
Confirmation Sent		Summary Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assigned Speaker		Date Completed	
Actual Attendance		Entered into Log	
Notes			