



Change/Cancellation Procedures for Campaign Event

VERY IMPORTANT – PLEASE READ

Requests and confirmations require advance planning from organizations and agencies. If there are **ANY** changes or cancellations of scheduled campaign events, please extend the courtesy of notifying the appropriate representatives **IMMEDIATELY**. These procedures apply to requests for **speakers, tours, exhibits** and **special projects** confirmed with the Speakers Bureau Department.

COMPANY/ORGANIZATION

- Call the agency contact. Name and telephone number located near the bottom of the confirmation form.
- Call the Valley of the Sun United Way Staff Representative. Name and telephone number is located at the very bottom of the form.

AGENCY

- Call the **company/organization** representative. Name and telephone number located at the **top** of the confirmation form. If the event is being held at a different location from the main address see information in the **middle** of the form.
- Call the **Speaker Bureau staff person** who confirmed your assignment and/or the **Valley of the Sun United Way Representative** whose name/phone number appears at the bottom of the form.

Every effort will be made to accommodate changes or rescheduling of an event. However, cancellations or changes should only occur if there is no possible alternative. Agencies as well as companies and organizations look forward to working together.

Your cooperation and consideration is appreciated.

VISIT VSUW.ORG TO
MAKE A DIFFERENCE.

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