



Speaker's Bureau Information

The Speaker's Bureau is a pool of speakers from our partner agencies that we call upon to speak at various company engagements. This bureau is one of the benefits offered by the PCFO.**

The charitable agency gets an opportunity to showcase their charity and to share information regarding programs that the CFC funds. The agencies are not limited to only speaking engagements. We offer our Federal employees tours and agency fairs as well.

Some points regarding the process are:

- Federal Offices are asked to give a two week notice (although this is communicated to our companies, often times they do not give us such notice).
- Once a request has been made by a Federal Office, an email will go to the charitable agency contacts asking if they are available to speak, conduct a tour or attend an agency fair. This email will include the Federal Office name, address, date & time.
- Charitable Agencies are scheduled on a first come first serve basis.
- Once an agency responds, a confirmation will be emailed to them with the exact details.
- Most of the time, a CFC representative is available to attend the presentation with the agency speaker, if requested.
- Depending on the Federal Office:
 - The hours vary, some may be early in the morning and we have some in the evening and at night
 - The length of the presentation can be from 10 to 30 minutes, this includes the CFC representative's speaking time too.
 - Audience size can also vary from 10 to 180

*****Federal Agencies have the choice to contact Charitable Agencies in the CFC Brochure directly to set-up an Agency Speaker, Tour, or Fair; or they may contact the CFC Speakers Bureau at 407-429-2119.***