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Space Request Tool
Step-by-Step Guide for Local Organizations
Updated May 2022

Contents

Applicable terms and conditions for space request

Walmart is happy to share outside space to support local organizations and charities.

Please review the **Terms of Use** and the **Notice of Solicitation and Distribution of Literature Rules**.

Store and DC managers reserve the right to decline an organization's request based on review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. **Submission of a request does not guarantee approval**. Exclusions include organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status.
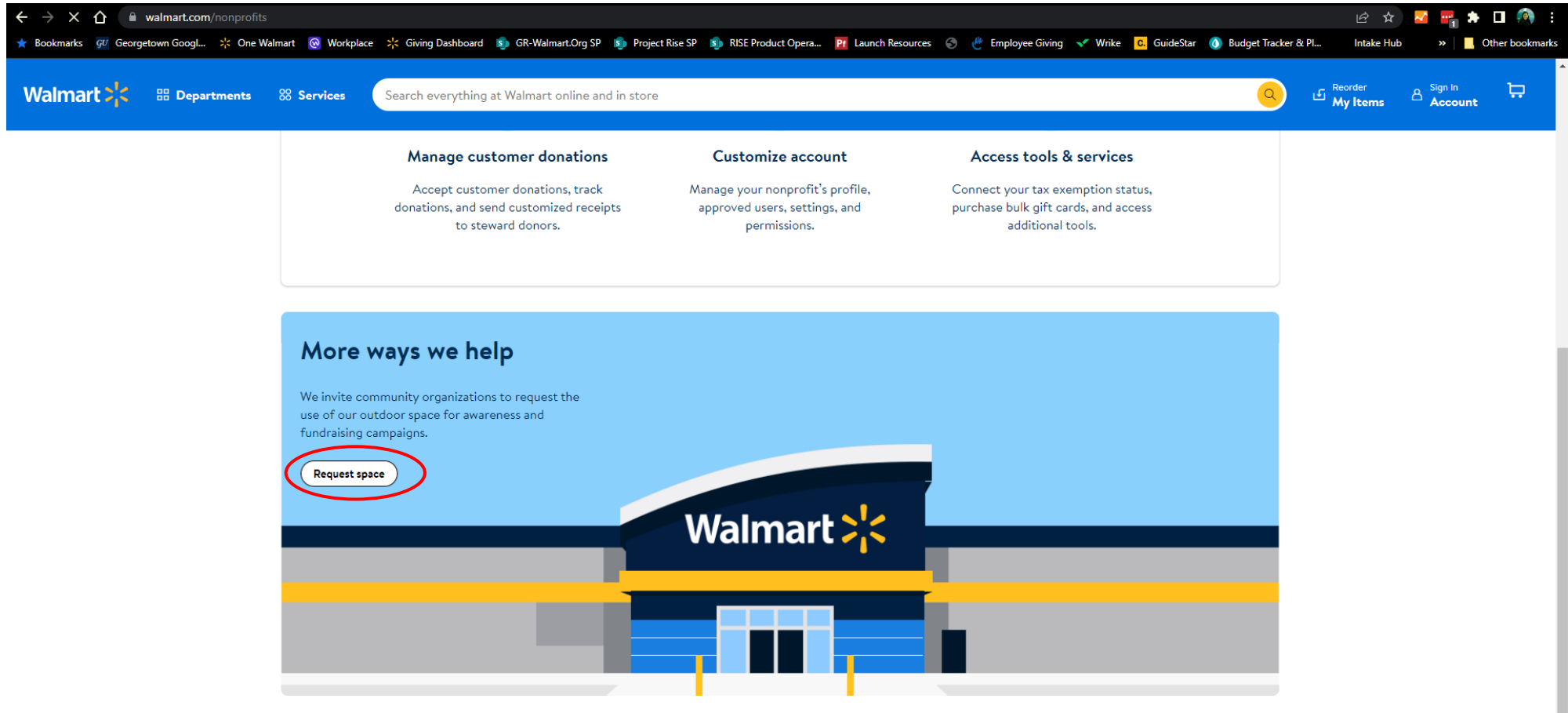
To start

1. Go to walmart.com/nonprofits – Click on "**Request space**"

Account Setup

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2. Select your organization account (if any) or click "**Add a new organization**"

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3. If you selected an organization, your organization and personal information will show up. Please review the details and click "**Complete**."

4. If you clicked "**Add a new organization**", please add your mobile phone number, organization details, and an emergency contact. Click "**Complete**" to create your space request account for this organization.

Create a space request

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5. Your account is created! Access your dashboard and click "**Request a space.**"

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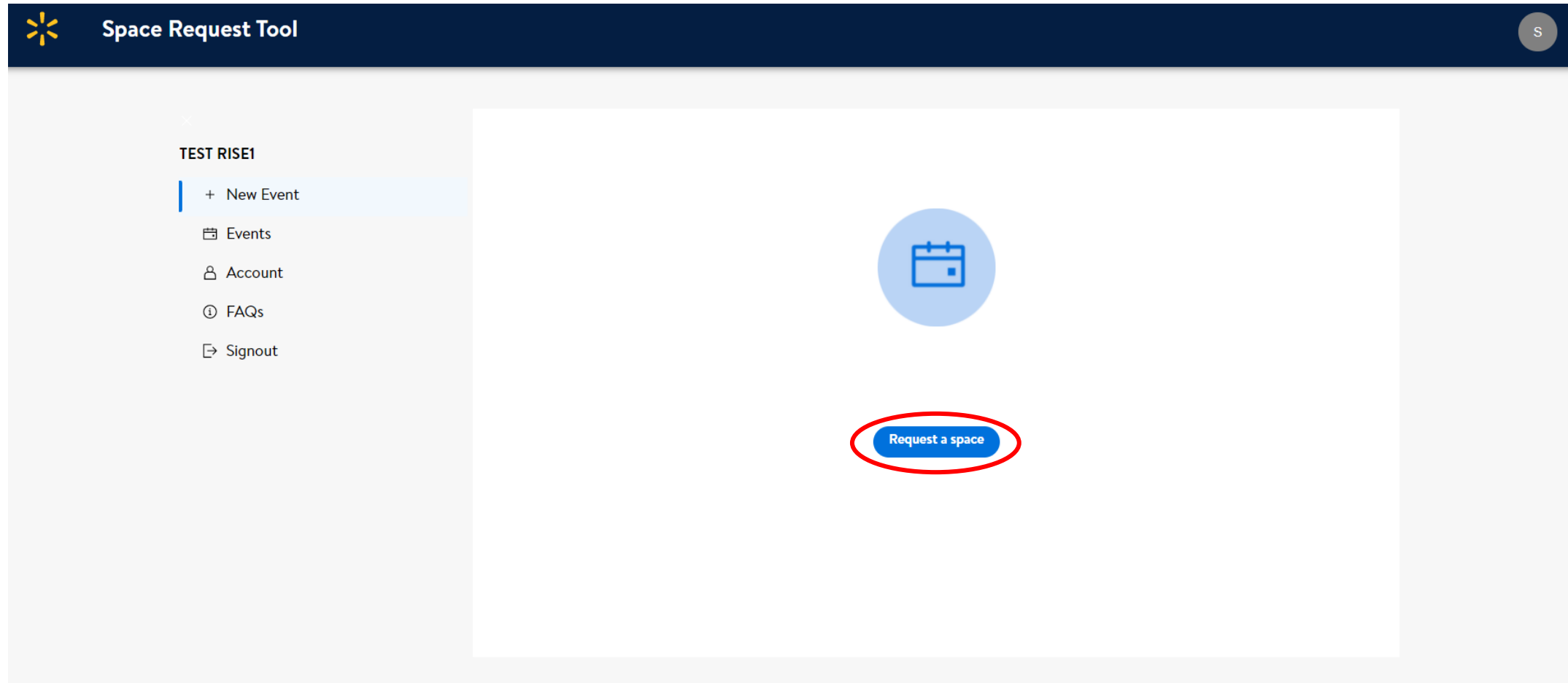
6. Create your event. Click "**Continue.**"

Space Request Tool

Tell us about your event!

1. What is the purpose of the event ?

Purpose
--Select An Option--

2. Which focus area best describes the event ?

Focus Area
--Select An Option--

3. Who will be the main contact for the event ?

Contact
--Select An Option--

4. Please write a short description about your event. (E.g. What is the purpose, how many people will be attending and why you would like to use our outside space?)

Event Description

Continue

Purpose
1. Fundraising
2. In-kind donations
3. Awareness or education
4. Voter registration
5. Blood drives/health-related drives
6. Other activities

Focus Areas:
1. Animals & Pets
2. Arts, Creative & Culture
3. Community Support & Social Action
4. Disaster Relief & Prevention
5. Education & Economic Empowerment
6. Environment & Sustainability
7. Faith & Spiritual
8. Health & Wellness
9. Hunger & Homelessness
10. Personal Emergency
11. Veterans & Military Families
12. Youth Services

7. Select the store location. Click "**Continue**".
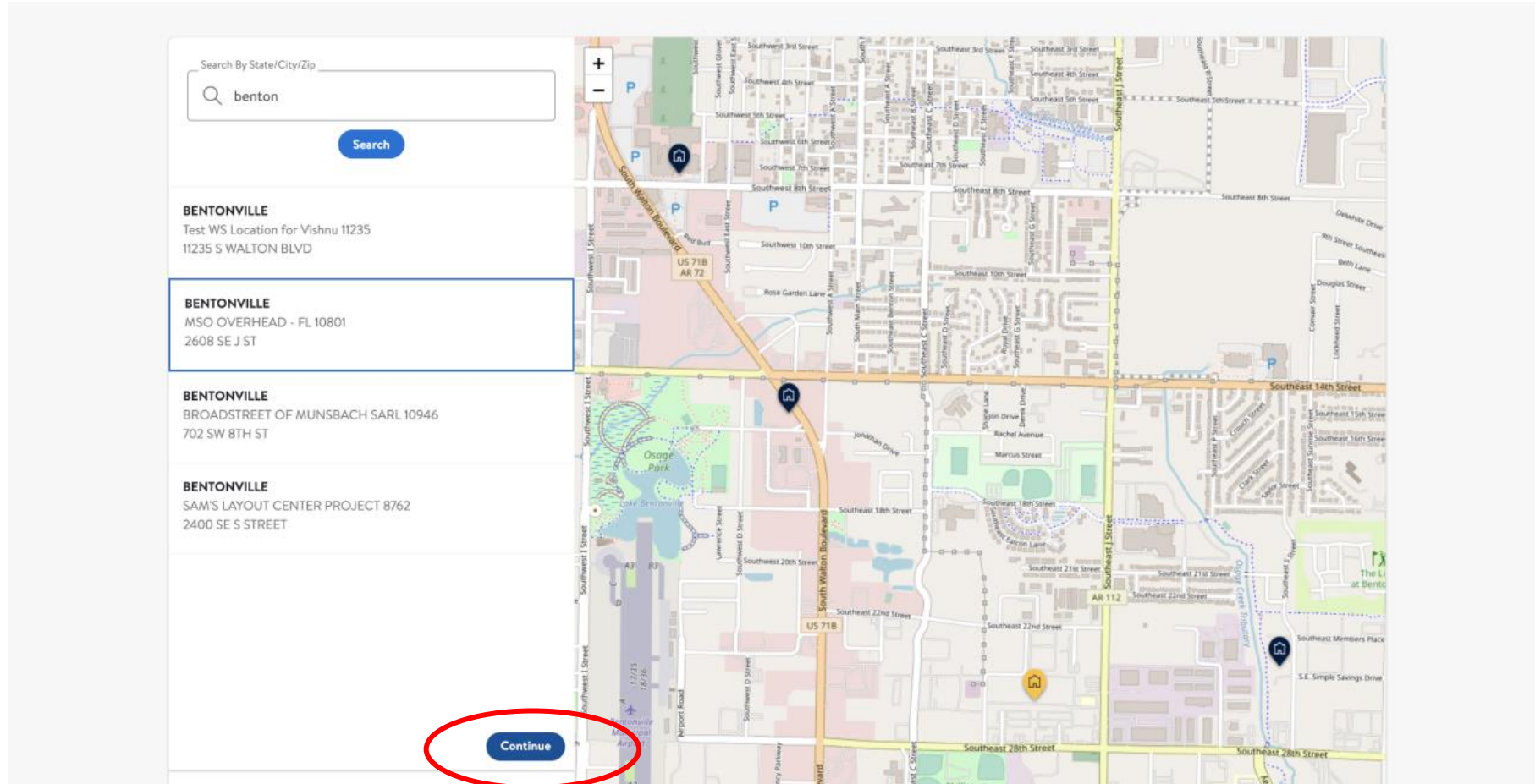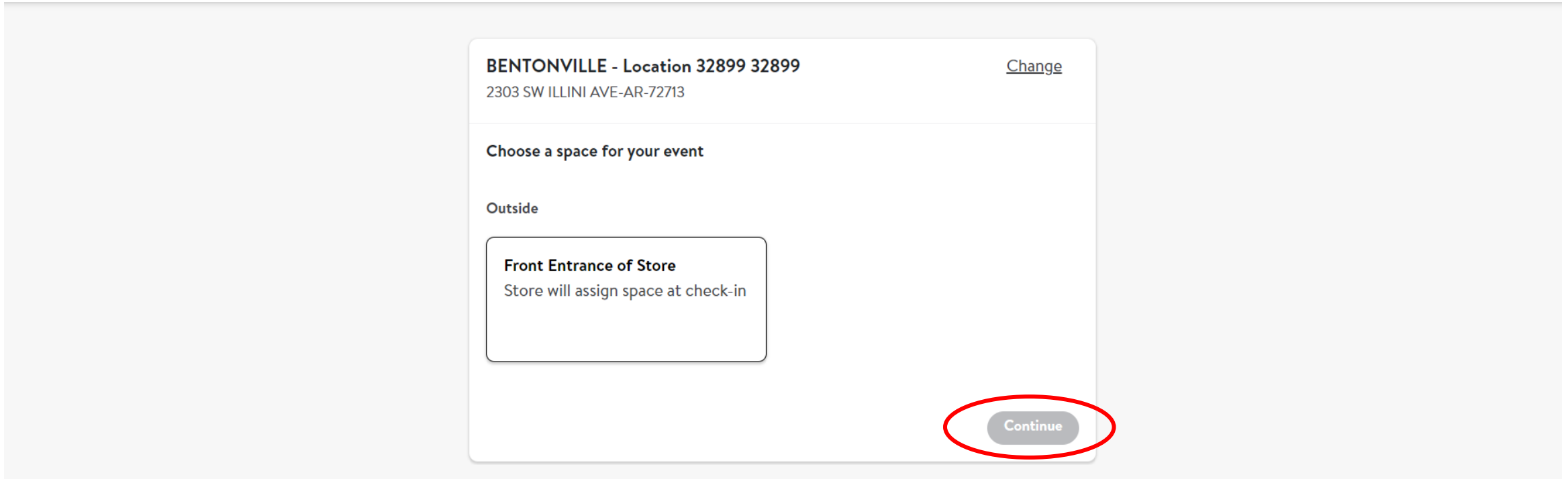

To search locations, you can search by state abbreviation (i.e. TX, AZ), city, and zip.

8. Select the event space "**Front Entrance of Store**". Click "**Continue**."
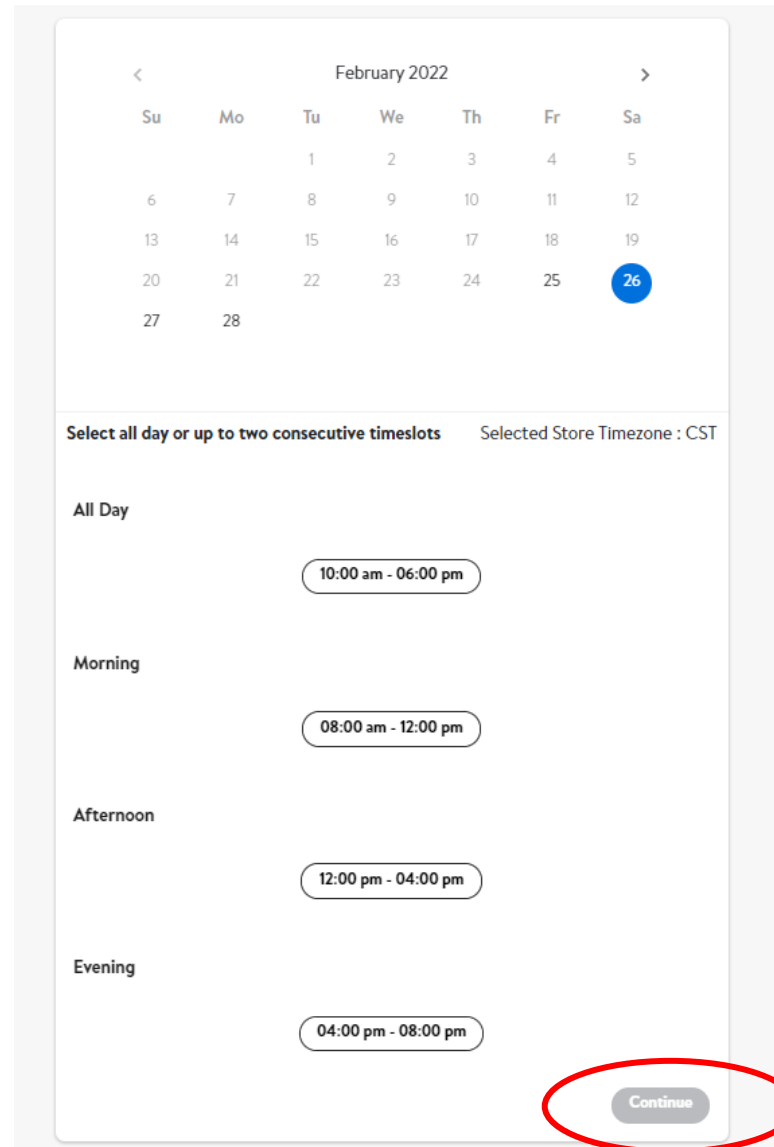
9. Select the date and time for your space request. Click "**Continue**."

Note: Dates will be greyed out +21 days. (i.e. A user can only select an event day 22 days out.)

You can select all-day or up to two consecutive timeslots (i.e. morning/afternoon, afternoon/evening).

If a timeslot is greyed out, it means there is already an approved event for that location on that date/time.

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10. Review user agreements and space request details. Submit space request.

Review Your Request
Once you submit your request you will not be able to make changes

📅 **Date and Time**   Edit

Feb 26th, 2022 (CST)
04:00 pm - 08:00 pm

🏠 **Store and Space Location**   Edit

BENTONVILLE - 10801
2608 SE J ST
Front entrance of store

📞 **Main Contact**   Edit

Testrise Testrise
testrise1@walmart.com
+1 (479)633-5288

✉ **Event Details**   Edit

Fundraising
Animals & Pets
Test Trial

Accept User Agreements
Walmart is committed to maintaining an efficient and safe working and
shopping environment for our associates and customers.
Please review and agree to the following policies to complete your space
request.

☑ I agree to the Notice of Solicitation and Distribution of Literature Rules

☑ I agree to the Terms of Permitted Use

Request My space

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Thank you for your request
We will send you notification once a store manager reviews your request. Requests may take up to 7 days ahead of your event date to be approved or declined

Back to Events

Note: You will receive email and
in-app notifications. Please go to
account settings if you want to
opt out of email notifications.

Dashboard: Events

11. From the menu, click "**Events**" to see upcoming events, pending requests or past events.

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12. To cancel a pending request, click on the event. Click "**Cancel Event.**"

Event Day: Check in

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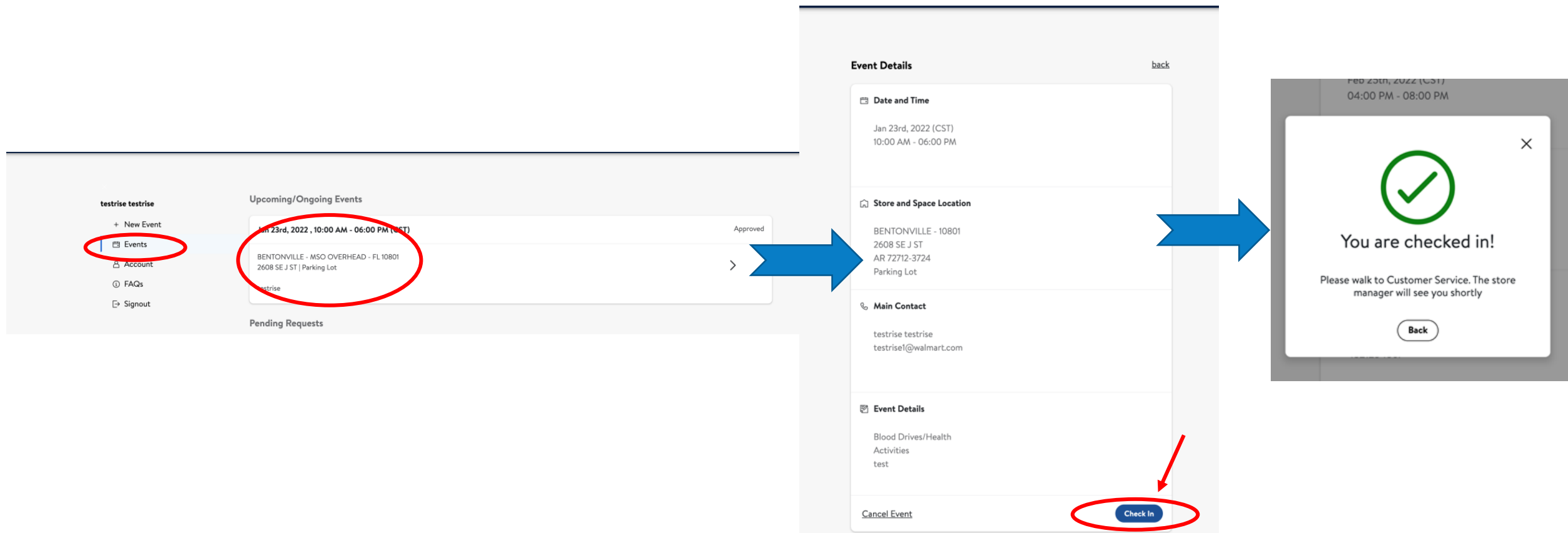
13. Event Day: Please check in to let the store know you are at the store.

Go to "**Events.**" Click on the event under Upcoming Events. Click "**Check in.**"
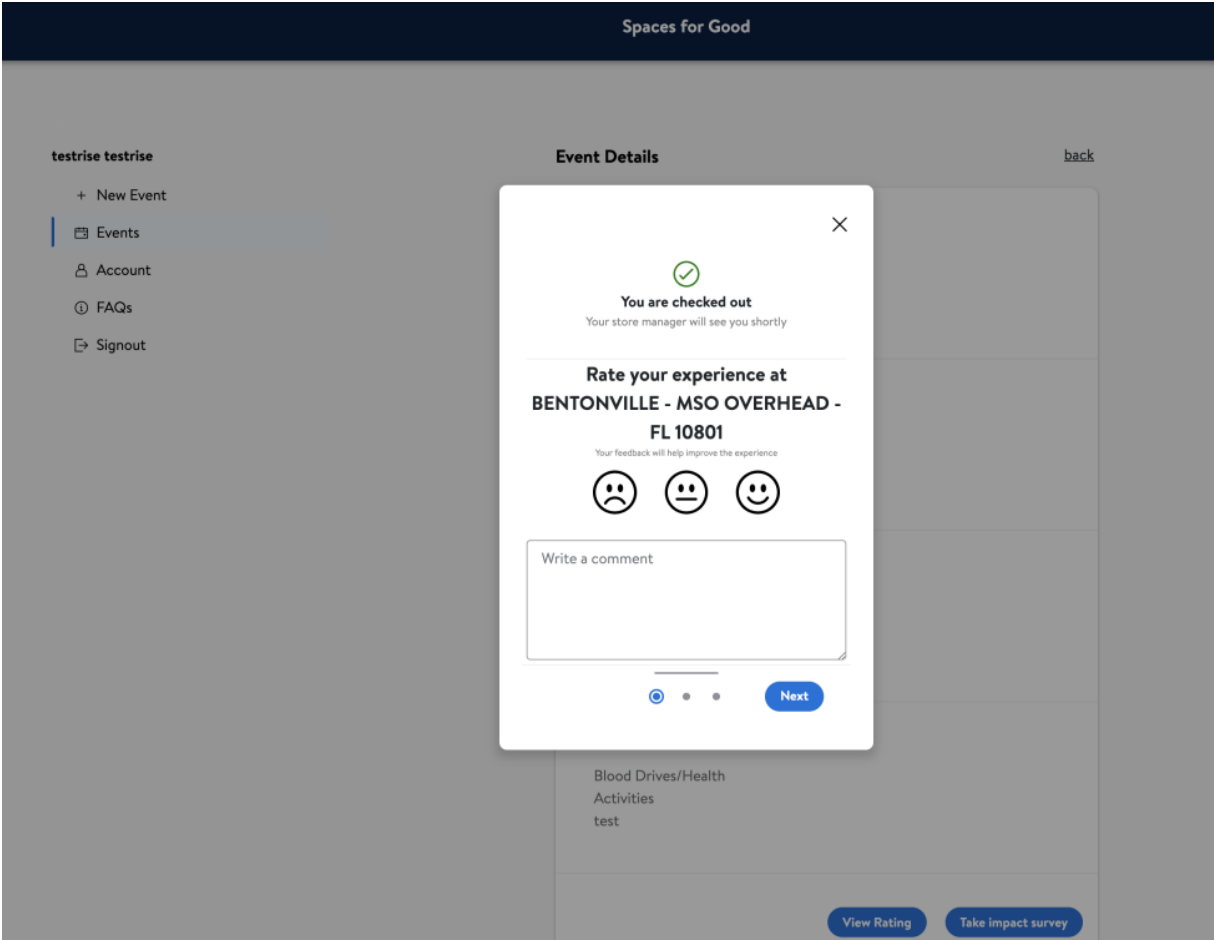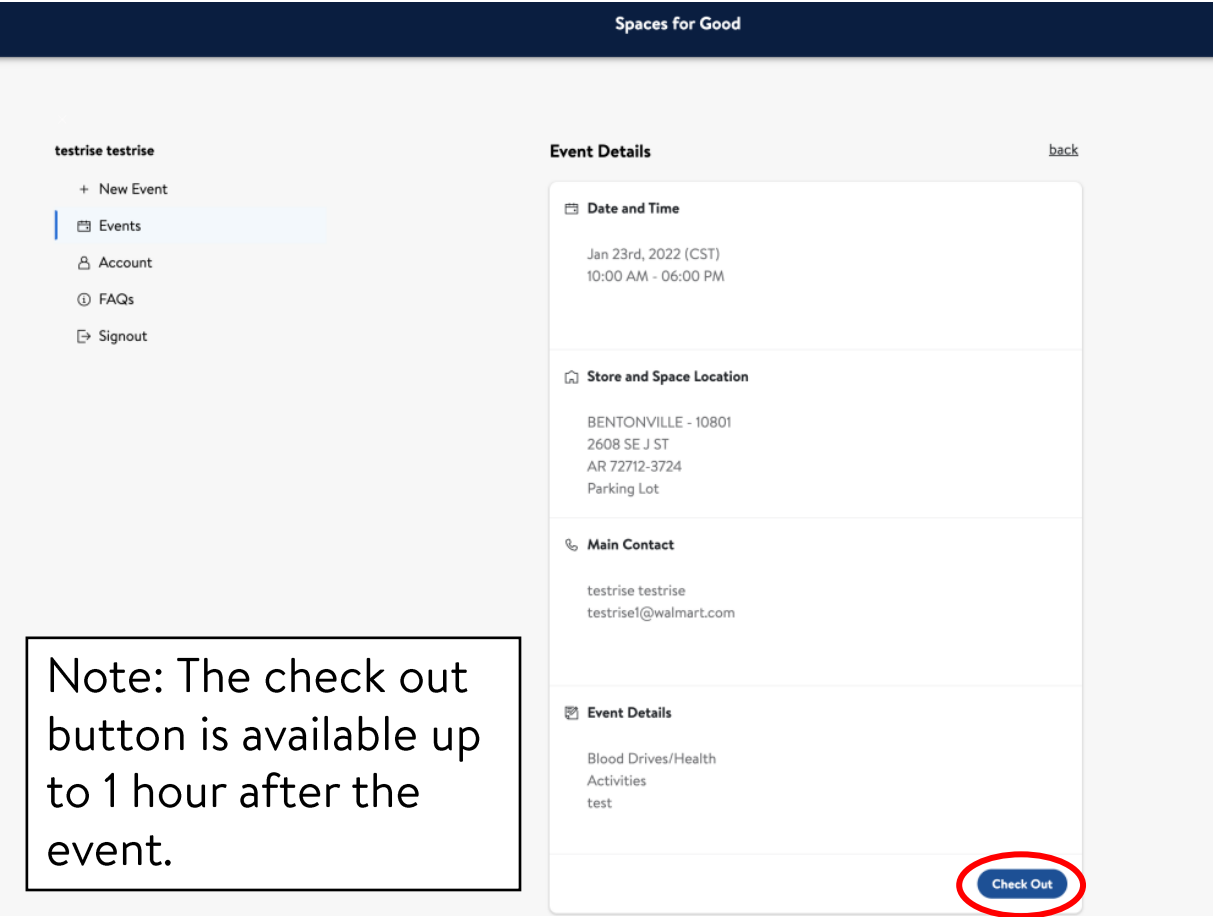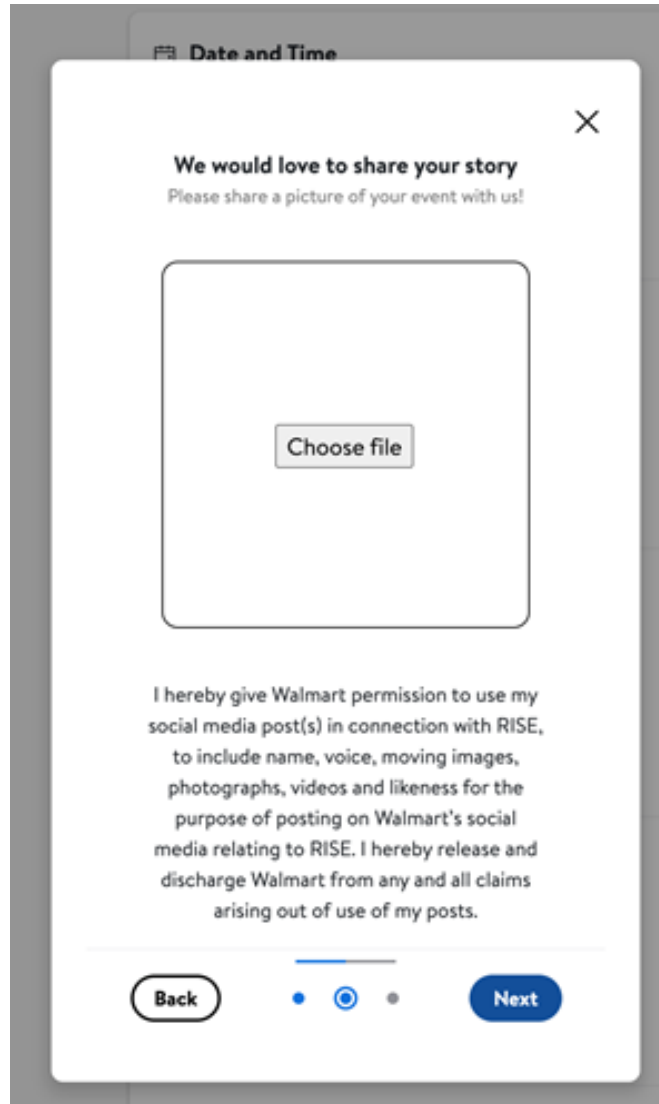Note: Check in button is available 1 hour before event.

Event Day: Check out

14. After your event: Check out of event and provide some feedback

Note: The check out button is available up to 1 hour after the event.

15. After your event: Share a photo and tell us about your event

Note: The feedback questions will differ according to the type of event selected.

16. Take the impact survey

Dashboard: Account Settings

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17. View account settings (verified CyberGrants FrontDoor nonprofit account)

Note: To edit your personal information or your organization details, please log in to your CyberGrants FrontDoor account.

Note: You can opt in or out of email notifications.

18. View account settings (all other local organization account)

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+ New Event

Events

A **Account**

ⓘ FAQs

→ Signout

Note: To edit your personal information, please log into your Walmart account.

Your Personal Information

Full Name
Testrise Testrise

Email
testrise1@walmart.com

Phone
+1 (122)323-2324

Edit

To edit your personal information sign into Walmart Account

Your Organization

Edit

Organization
Test pari

Address
test
test
AK , 56008

Emergency Contact

Edit

Full Name
Dds Fsf

Email
sfs@gmail.com

Phone
+1 (233)435-3453

Communications

Choose how we can send updates about your requests and events

☑ **Receive Email updates**

Note: You can opt in or out of email notifications.