Spark Good Space Request Tool
How-to Guide For Nonprofits
The Spark Good Space Request tool allows local organizations to request space outside of Walmart stores and Neighborhood Markets for the purpose of fundraising or community awareness campaigns. FrontDoor verified and non-verified organizations may request to use the space in front of Walmart and Sam’s Club facilities; however, at this time, the Space Request tool is only available for requesting space in front of a Walmart store and neighborhood market. For Sam’s Club requests, please contact the local club manager to request the use of space.
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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 Notice of Solicitation and Distribution of Literature Rules – National or the state-specific rules in Pennsylvania and Mississippi.

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.

Note: The Space Request Tool is only available for Walmart stores at this time. For Sam’s Club, you must speak with a club manager at the location for which you want to request space.
Getting started:

Step 1

Go to walmart.com/nonprofits –
Click on “Request space”
Account setup:

Step 2

Select your organization account (if any) or click “Add a new organization”.

Spark Good: Space Request Tool
Account setup:

Step 3

If you selected an organization, your organization and personal information will show up. Please review the details and click “Complete.”
Account setup:

Step 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:

Step 5

Your account is created! Access your dashboard and click “Request a space.”

Step 6

Create your event. Then click “Continue”
Create a space request:

Step 7
Select the store location. Click “Continue”.

Step 8
Select the event space “Front Entrance of Store”. Click “Continue.”
Create a space request:

Step 9

Select the date and time for your space request. Click “Continue.”
Create a space request:

Step 10

Review user agreements, terms of use and space request details. Submit space request.
View or Cancel Event:

Step 12

From the menu, click “Events” to see upcoming events, pending requests or past events.
View or cancel event:

To cancel a pending request, click on the event. Click “Cancel Event.”
After event:

Step 14

After your event: Check out of event and provide some feedback.
After your event: Share a photo and tell us about your event.
After event:

Step 16

Take the impact survey.
Manage account settings:

View account settings (verified CyberGrants FrontDoor nonprofit account).
Manage account settings:

Step 18

View account settings (all other local organization account).
Additional resources:

- **Frequently Asked Questions**
- **Promotional Tools**
- **FrontDoor Verification Guide**

Note: Scroll down to the bottom of the program page for the FAQs.