

SPEAKERS BUREAU PROGRAM REQUEST FORM



Program Requested

Title _____

Speaker _____

Program Details

Date _____ Time _____ Location/City _____

Est. Audience Size _____ Audience Description _____

May we announce this program to the general public? _____

Is there any fee to attend? _____

Sponsoring Organization

Name _____

Address _____

City _____ State _____ Zip _____ -- _____

Org. Email _____ Phone _____

Program Coordinator

Name _____ Title/Position _____

Address _____

City _____ State _____ Zip _____ -- _____

Phone _____ Cell (optional) _____

Email _____ **-IMPORTANT!** Fax _____

Cost Sharing Statement

DHF is a state program of the National Endowment for the Humanities. NEH requires that your organization calculates the amount and value of volunteer time, services and materials it expends in order to host this presentation. Please calculate this amount, called "Cost-Share", using the formula below. Your Cost-Share should be approximately \$200.

Volunteer Time (# of volunteers x # of hours x \$10)
Time spent contacting speaker, filing request and implementing program \$ _____

Services & Materials Contributed
Market value of facility or equipment rental, supplies, duplicating, postage, publicity \$ _____

TOTAL (should be approximately \$200.00) \$ _____

Your Signature _____ Date _____

Speakers Bureau presentations may be requested by Speakers Bureau Members (see Membership Form) at any time during the year.

The administrative fee for each presentation is \$50 for non-profit organizations and \$100 for other types of organizations.

Please submit a separate form for *each* presentation requested, making sure all sections are completed.

We ask that you not send payment with your reservation request, but instead, send your payment upon receipt of your invoice and *Presentation Agreement*.

Please mail or fax this form to
100 West 10th Street, Suite 1009, Wilmington, DE 19801 Fax (302) 657-0655
at least ONE MONTH before the scheduled presentation.