

Speakers Bureau Booking Request

KHC office use



Regular requests accepted up to 5 weeks prior to program date. Late requests, with late fee, accepted up to 3 weeks prior to program date. This presentation will be available only as funding allows.

Sponsoring Organization

Project Director (Person in charge of local arrangements)

Mailing Address

City & Zip

Phone (day) (eve) (cell)

Email

Name of Speaker

Title of Presentation

Date of Event Time Estimated Audience

Meeting Location with Street Address

Have you confirmed the date, time, and location with the speaker? Yes No

Is the general public invited? (not required) Yes No

Booking fee enclosed will send need invoice

Booking fee amount (check one)

One free program in 2010 for non-profit regular (does not apply to conferences, programs with admission, fundraisers)

\$75 non-profit regular

\$175 non-profit conference/with admission/fundraiser

\$300 for-profit/college/university

Late fee Add \$35

The late fee does apply to a last-minute free program request.

Fax booking form to KHC (785/357-1723) and request an invoice OR mail request form with booking fee to

**Kansas Humanities Council
112 SW 6th Avenue, Suite 210
Topeka, KS 66603-3895**

If questions, contact KHC at 785/357-0359

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