

2009 Speakers Bureau

KHC office use

BOOKING REQUEST

Regular requests accepted up to 5 weeks prior to program date.

Late requests, with late fee, accepted up to 3 weeks prior.

Host Organization _____

Project Director _____
(person in charge of local arrangements)

Address _____

City & Zip _____

Phone _____
(day) (eve) (cell)

Email _____

Speaker _____

Title _____

Date _____ **Time** _____ **Estimated Audience** _____

Meeting Place/Address _____

Have you confirmed the date 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)

Speakers Bureau \$ 75 non-profit regular
 + \$35 late fee \$175 non-profit conference/with admission/fundraiser
 \$300 for-profit/college/university

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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 Ave., Suite 210
Topeka KS 66603-3895

If questions, contact KHC at 785/357-0359 or toll-free 800/562-8057 (in-state).