

# FLIKS Booking Request

FL \_\_\_\_\_  
KHC office use

Regular requests are due 8 weeks prior to event. Late requests (with late fees) are accepted up to 5 weeks before the the event. This program will be available only as funding allows.

**Sponsor Organization:** \_\_\_\_\_

**Local Coordinator:** \_\_\_\_\_  
(person in charge of local arrangements)

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ (day) \_\_\_\_\_ (eve) \_\_\_\_\_ (cell)

**Title of FLIKS Program:** \_\_\_\_\_

**Name of Discussion Leader:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Meeting Location and Street Address:** \_\_\_\_\_

**Is this event open to the general public?**  Yes  No **Estimated Audience:** \_\_\_\_\_

*IMPORTANT: FLIKS programs cannot be used for fundraising events, or any event affiliated with an admission fee.*

Yes, the date, time, and location have been confirmed with the discussion leader.

Yes, the **Equipment** is available locally and has been reserved and tested. Please check below equipment you will use.

- |   |   |   |
|---|---|---|
| (1) <input type="checkbox"/> DVD player | (2) <input type="checkbox"/> DVD player   | (3) <input type="checkbox"/> Computer                                   |
| <input type="checkbox"/> Television     | <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Projector/Screen                               |
| <input type="checkbox"/> Sound System   | <input type="checkbox"/> Sound System     | <input type="checkbox"/> Sound System or External Speakers for a laptop |

(4) Other, please describe \_\_\_\_\_

*The DVD with the 3 short films will be mailed to you at least 3 weeks prior to event. Please test the DVD upon receipt and contact KHC immediately with questions or concerns.*

## Booking Fees

\$75 non-profit  \$175 for-profit/college/university  + \$35 late fee (if applicable)

Payment:  enclosed  will send  need invoice

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: Deborah K. Pomeroy, KHC Resource Center Coordinator  
deborah@kansashumanities.org • 785/357-0359