

# Speakers Bureau Booking Request

SB \_\_\_\_\_

*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**

\_\_\_\_\_  
**Local Coordinator (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)

\$75 non-profit regular

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

\$300 for-profit/college/university

**Late fee**  Add \$35

**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 Pomeroy, KHC Resource Center Coordinator  
785/357-0359, deborah@kansashumanities.org*

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