



Speakers Bureau Booking Application

(please photocopy this form for use)

This form is due to the Council at least 6 weeks before the requested program date.

<i>Office Use Only</i>	
Activity number	_____
Received	_____ Approved _____
Materials Sent	_____ Web _____
Paid	_____

Host organization (must be non-profit)

Organization _____

Website of host organization (if applicable) _____

Program coordinator (person responsible for arrangements)

First Name _____ Last Name _____

Address work home _____

Town _____ State _____ Zip _____

Phone (will be published if you are the publicity contact) _____

E-mail _____ Do not publish email

Publicity contact (person to be listed on poster and in calendar if different from above)

First Name _____ Last Name _____

Address work home _____

Town _____ State _____ Zip _____

Phone (to be published) _____ E-mail _____ Do not publish email

Program information

Speaker's name _____

Program title _____

Day _____ Date _____ Time _____

Location (must be accessible to those with disabilities) _____

Street Address _____

Town _____ State _____ Zip _____

Room # _____ Additional Info _____

Estimated audience size _____

Who is the audience? General (must be free and open to the public) Corrections inmates

New booking fee: The fee for bookings is \$75. Organizations may host no more than two programs per calendar year.

Check one: Booking fee is enclosed OR Please bill me

Please complete checklist below before returning this form:

- I have contacted the speaker regarding his or her availability as outlined on page 8 of the Speakers Bureau Catalogue
- I have read and understand the expectations of the host explained on pages 7 and 8 of the Speakers Bureau Catalogue
- I affirm that the facility where this program will be held is accessible to those with disabilities, as defined in Frequently Asked Questions on page 9 of the Speakers Bureau Catalogue

Mail, email, or fax to: **Vermont Humanities Council, Angelica Caterino, 11 Loomis Street, Montpelier, Vermont 05602, acaterino@vermonthumanities.org, 802.262.2620 (fax) at least 6 weeks before the requested program date.**