

## Speaker Request Form

### Booking Information

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

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

FAX: \_\_\_\_\_

Speaker/Title Requested: \_\_\_\_\_

Date/Time Requested: \_\_\_\_\_

Confirmed with speaker: \_\_\_\_\_ Yes

Time Reserved for Speaker's Talk (min.): \_\_\_\_\_

Anticipated Audience Size: \_\_\_\_\_

Location of Program: \_\_\_\_\_

Program Contact Person: \_\_\_\_\_

### Cost Sharing

This federally funded program requires organizations to estimate volunteer time and money spent sponsoring OHC speakers (cost share). The contract fee you pay to the Ohio Humanities Council counts as cash cost share. The contract fees are as follows: non-profit organizations with an annual budget under \$100,000 pay a fee of \$50 (plus travel fee if applicable); non-profit organizations with an annual budget over \$100,000 pay a fee of \$125 (plus a travel fee if applicable); schools, colleges/universities and corporate/private entities pay a fee of \$250 (plus a travel fee if applicable). Please contact OHC at (614) 461-7802 for assistance in estimating cost sharing. *Estimate* the value of the following:

Volunteer time (\$10/hour) \_\_\_\_\_ \$

Meeting Room \_\_\_\_\_ \$

Refreshments \_\_\_\_\_ \$

Telephone \_\_\_\_\_ \$

Miscellaneous \_\_\_\_\_ \$

Contract fee -- \$50, \$125, or \$250 \_\_\_\_\_ \$

Travel fee \$25.00 (Only if speaker travels more than 120 miles one way) \_\_\_\_\_ \$

TOTAL: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_