



HUMANITIES NEBRASKA

EVENT PROGRAM SPEAKER REQUEST FORM

This request form must be filled out completely – including signatures. There is a TWO events/applications per calendar year limit for each organization and/or target audience. Include processing fee of \$50 per speaker AND \$50 per program – no limitation on number of speakers and/or programs. For example 2 speakers each doing 2 programs (4 programs total) would cost your organization \$300 (2x\$50 + 4x\$50 = \$300).

Speaker Name: _____

Program Title from Catalog: _____

Program Date: _____ Program Start Time: _____

Program Location: _____ Maximum Occupancy: _____

(Name of building plus street address)

Speaker Name: _____

Program Title from Catalog: _____

Program Date: _____ Program Start Time: _____

Program Location: _____ Maximum Occupancy: _____

(Name of building plus street address)

Speaker Name: _____

Program Title from Catalog: _____

Program Date: _____ Program Start Time: _____

Program Location: _____ Maximum Occupancy: _____

(Name of building plus street address)

For Humanities Nebraska Use Only

Application # _____ Date received _____

Request # ____ for calendar year _____

Received \$ _____ processing fee on _____ from _____

check # _____ or () credit card or () online payment

GL ID 6230 \$ _____ honorarium GL ID 6115 _____ miles \$ _____ GL ID 6115 \$ _____ per diem

PROGRAM ID 13 FUNDER ID _____ LOCATION ID 1002 PROCESSING DATE _____

Speaker Name: _____

Program Title from Catalog: _____

Program Date: _____ Program Start Time: _____

Program Location: _____ Maximum Occupancy: _____

(Name of building plus street address)

Speaker Name: _____

Program Title from Catalog: _____

Program Date: _____ Program Start Time: _____

Program Location: _____ Maximum Occupancy: _____

(Name of building plus street address)

HAVE YOU CONFIRMED DATE AND TIME WITH EACH SPEAKER? YES NO

Your Organization's Name: _____

Your Name: _____

Your Phone: _____ Your Email: _____

Second Contact Name: _____

Second Contact Phone: _____ Second Contact Email: _____

**HOME OR ORGANIZATION ADDRESS TO WHICH HUMANITIES NEBRASKA SHOULD MAIL
CONFIRMATION MATERIALS TO YOU**

Name: _____

Organization (if applicable): _____

Mailing Address: _____

City, State, Zip: _____

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Request # _____ for calendar year _____

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check # _____ or () credit card or () online payment

GL ID 6230 \$ _____ honorarium GL ID 6115 _____ miles \$ _____ GL ID 6115 \$ _____ per diem

PROGRAM ID 13 FUNDER ID _____ LOCATION ID 1002 PROCESSING DATE _____

Describe the audience you intend to reach:

Describe the event and your goals/vision for humanities programming as a part of it:

How do you plan to publicize (newspaper, radio, newsletters, flyers, social media)?

I ASSURE THAT MY ORGANIZATION WILL:

- Acknowledge HN funding in all print materials, media interviews, and at the beginning of the presentation,
- Hold these programs in an accessible public place with sufficient space to accommodate at least 50 people,
- Fulfill all program requirements (HN will send you a publicity packet after your request form is processed),
- Give credit to the HN before **EVERY** program,
- Notify HN and speaker(s) immediately of any changes concerning the program (including cancellations),
- Not use HN Speakers Bureau presentations as fundraisers, membership drives, or private gatherings, AND
- Submit a final report within 10 days after completion of the programs.

I CONFIRM THAT:

1. The organization requesting this program is a not-for-profit entity.
2. I have read and understand the policies and procedures set forth by the HN office for this category. (These are located on the HN website at: <http://www.humanitiesnebraska.org>)
3. I understand that failure to comply with the above requirements may jeopardize my organization's eligibility for future programs and/or funding.

Project Director's Signature

Organization Legal Representative's Signature

Date

PLEASE RETURN FORM AND MAKE CHECK OUT TO:

HUMANITIES NEBRASKA
215 CENTENNIAL MALL SOUTH, SUITE 330
LINCOLN, NE 68508

If you have any questions please contact our office by calling 402-474-2131 or emailing info@humanitiesnebraska.org. We are more than happy to provide any necessary assistance!