

# Request for Speaker

## PROGRAM INFORMATION

Requested Topic or Title: \_\_\_\_\_

Name and address of event venue: \_\_\_\_\_

Event Time & Date \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Address (City, State, ZIP): \_\_\_\_\_

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

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

Contact person at event: Name, title: \_\_\_\_\_

Cell phone /Email \_\_\_\_\_ / \_\_\_\_\_

Timeline of Event \_\_\_\_\_

Length of presentation (including Q&A) \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_ Is Event Public or Private? \_\_\_\_\_

The speaker requires the client to provide the following equipment (when applicable):

\_\_\_\_\_  
\_\_\_\_\_

The Requesting Organization commits to paying a speaker fee of \$200, with half (\$100) payable to the McHenry County Historical Society (MCHS) upon signing this document and the balance (\$100) payable to speaker \_\_\_\_\_ immediately upon conclusion of the program. Both the organization and Speaker agree that MCHS has been the sole broker of their relationship, and as such will work to satisfy requests based on availability and any unforeseen circumstances.

### **Requesting Organization**

### **Speaker**

<i>Authorized signature, date</i>	<i>Authorized signature, date</i>
<i>Printed Name &amp; Title</i>	<i>Printed Name &amp; Title</i>