

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 speaker to provide the following equipment (when applicable):

The Requesting Organization commits to paying a speaker fee of \$200, payable immediately upon conclusion of the program. The fee will be split evenly between the McHenry County Historical Society (MCHS) and speaker _____. Both the contracting 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 & Title</i>	<i>Printed Name & Title</i>