

Speakers Bureau Request Form

We are delighted that you are interested in inviting someone from Neuhaus Education Center to serve as a speaker at your upcoming event. Please review and complete the information below. We cannot process your request until we receive a completed version. Thank you for your continued interest and cooperation.

Please send completed form to Alisha Workman, Director of Marketing & Communications at aworkman@neuhaus.org

Select Preferred Speaker

- Dr. Tracy White Weeden Neuhaus Education Center Staff (*Please specify*): Dr. Karl Ann Moore Dr. Rebecca Tolson
 Dr. Allison Peck Lara Speights
 Dr. Catherine Scott

If your desired speaker is unavailable, would you like us to suggest an alternative speaker? Yes No

Main Speaking Topic Requested: _____

Describe Topics and/or Sub-Topics to be Discussed: _____

- How will this speaking engagement be delivered? In-Person Virtual Hybrid
- Will there be a Q&A session? Yes No Will the event be live streamed? Yes No
- Will the event be recorded? Yes No If yes, will a copy be provided to the speaker? Yes No
- Will a briefing meeting be held with the event organizer in advance of the session to align on content/messaging? Yes No
- Will a dry run session be held to test the technology, presentation, audio, video, etc.? Yes No

Deadline for Request Acceptance: _____

Primary Contact Information

Name Title

Organization Name

Email Address Telephone Number

Event Information

Event Name Event Website (*if applicable*)

Requested Speaker Start Date & Time Requested Speaker End Date & Time

Please list alternative dates, if flexible: _____

Describe Purpose of Event: _____

Type of Engagement

- Class/Seminar Podcast Keynote Roundtable Interview
 Conference Workshop Panel Presentation

Engagement Format

Describe the Primary General Audience: _____

Number of Attendees Anticipated: _____ Is the host organization a no-profit? Yes No

Is the event a fundraiser? Yes No If yes, why are these funds being raised? _____

- I will provide an honorarium in the amount specified on or before the date of the event I am coordinating. All funds received from speaking engagements are used to further the mission of Neuhaus Education Center. We are particularly sensitive to the needs of nonprofit organizations and those with limited funds. Inability to pay the established honorarium should not discourage you from completing the attached form. We are committed to reviewing such instances on a case-by-case basis.*

- The honorarium for Dr. Tracy White Weeden is \$10,000 plus travel-related expenses.*
- The honorarium for NEC Staff is between \$1,500 - \$5,000 plus travel-related expenses and based on the request.*

Submission of the request form does not authorize the requestor to use the name, title, photograph, or biography of the requested speaker as well as Neuhaus Education Center in any form of marketing materials. Official written notification of acceptance or decline will be provided to the requestor upon completion of our vetting process. If you plan to send out a press release or advertise an approved speaker, please coordinate with us for approval before releasing.

Signature

Printed Name

Date

Honorarium/Speaker Guidelines

Honorarium & Expenses

As event host, you agree to provide an honorarium and cover costs associated with travel to and from your event. Please note that our speakers do not accept honoraria for personal use. All funds received from speaking engagements are used to further the mission of Neuhaus Education Center. We are particularly sensitive to the needs of nonprofit organizations and those with limited funds. Inability to pay the established honorarium should not discourage you from completing the request form. We are committed to reviewing such instances on a case-by-case basis.

All honoraria should be made payable to **Neuhaus Education Center (not the speaker) and should be mailed to our office (4433 Bissonnet, Bellaire, TX 77401) within seven (7) business days after your event.** Additional travel expenses covered by the host include:

- Round-trip coach airfare (if applicable)
- Ground transportation (if applicable)
- Hotel accommodations and all travel-related meals and expenses (if applicable)

Accommodations

Event hosts are responsible for securing hotel accommodations for the speaker using direct billing to your organization. Hotel accommodations should include Wi-Fi.

Transportation

The event host is also responsible for arranging a representative to meet the speaker at the airport and take them to the hotel and to and from related events during their stay. Transportation must also be arranged to return the speaker to the airport.

Outreach & Publicity

Neuhaus Education Center will promote your event socially via Facebook, Twitter and LinkedIn. We ask that when event hosts are actively and broadly publicizing their event, to tag Neuhaus Education Center and the requested speaker. Specifically, we encourage event hosts to publicize with the intent of building a diverse audience.

When using **Facebook** and **LinkedIn**, please use @NeuhausEducationCenter.

When using **Twitter**, please use @NeuhausEdCtr.

Press & Media

If any press or media is interested in interviewing your speaker, please email Alisha Workman, Director of Marketing & Communications at aworkman@neuhaus.org.