

### Speakers Bureau: Request Form and Guidelines

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](mailto:aworkman@neuhaus.org)

#### Select Preferred Speaker

Dr. Tracy White Weeden  Neuhaus Education Center Staff (Please specify):  Dr. Rebecca Tolson  Dr. Catherine Scott  
 Lara Speights  Dr. Karol Ann Moore

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

Conference

Workshop

#### Engagement Format

Keynote

Roundtable

Interview

Panel

Presentation

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.

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 \_\_\_\_\_