

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 Shaina Pyrtle at spyrtle@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

Engagement Format

Keynote

Roundtable

Interview

Conference

Workshop

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 _____