

COMMONWEALTH SPEAKERS 2008-09 APPLICATION

Please type or print all responses. Be sure to provide all requested information. A downloadable version of the application is available at www.pahumanities.org. Mail your application to: Pennsylvania Humanities Council, 325 Chestnut Street, Suite 715, Philadelphia, PA 19106. Or fax it to 215-925-3054.

1. Host organization

Mailing Address _____

City _____ State _____ Zip _____

PA County _____ Phone () _____ Fax () _____

Email _____ Website _____

District #: U.S. Congress _____ PA Senate _____ PA House _____

Annual Budget _____ # of Paid Staff _____ # of Humanities Programs Last Year _____

2. Contact person

Home address (if preferred over above) _____

City _____ State _____ Zip _____

Home Phone () _____ Home Email _____

3. **Presentation requested.** (List two speakers in case your preferred speaker is not available. Applications that do not list a preferred AND alternate speaker will not be processed.)

Preferred Speaker _____

Preferred Topic _____

Alternate Speaker _____

Alternate Topic _____

4. **Date and time of program requested.** (Note: applications must be received at least 8 weeks prior to the date listed.)

Preferred Date _____

Preferred Time _____

Alternate Date _____

Alternate Time _____

5. **Location of program** (Give the site name and street address, if different from the address in #1.)

Site Name _____

Site Address _____

City _____ State _____ Zip _____

6. What other public programs for adults does your site currently offer?

7. Describe your outreach, publicity and promotional plans for attracting an audience to this presentation.

8. Estimated attendance (acceptable minimum 25) _____

9 Applicant Contribution

Estimate the value of the contribution your organization will expend in order to host this presentation.

To come up with a figure:

A. Consider the time your staff will spend planning, hosting and evaluating the event.

Multiply the estimated number of hours by an hourly rate. = \$ _____

B. Consider the value of services and materials that your organization will supply to promote and present the event (e.g., space and equipment rentals, supplies, phone, postage, etc.) = \$ _____

C. Total those two figures together. = \$ _____

10. Have you sponsored other PHC programs?

Commonwealth Speakers Read About It! Grants

11. How did you hear about this program?

12. You must complete the following section in order to have your application considered.

Applications from organizations with outstanding evaluations and publicity documents will not be processed.

I have read and understand the program guidelines, responsibilities and restrictions

I, _____ your name here _____, representing _____ your organization here _____, hereby agree to fulfill the program responsibilities as described in the 2008-09 Commonwealth Speakers catalog if my application is accepted, including publicizing the program widely in order to attract a diverse community audience, evaluating the program as required by the Pennsylvania Humanities Council, and providing other services and equipment as needed by the Commonwealth Speaker for the presentation.

If my organization is a college or university, I agree to pay PHC a fee in the amount of \$400 if awarded a presentation; I recognize this fee will be waived if I have submitted an appropriate letter from a nonprofit community organization that will co-sponsor the presentation, should my application be accepted.

Signature _____

Date / /