

# Humanities Iowa Speakers Bureau Application

# \_\_\_\_\_ For HI use only

100 Main Library Rm 4039  
Iowa City, IA 52242-1420  
Telephone (319) 335-4149 Fax (319) 335-4154  
humanities-iowa@uiowa.edu

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**The sponsor contribution is \$50. Enclose a check to Humanities Iowa with this application.**  
(Application and check due at least one month prior to your program date)

**Date of application:** \_\_\_\_\_ **Proposed Program Date:** \_\_\_\_\_

**Nonprofit Sponsoring Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street, City, State, Zip)

**Telephone:** \_\_\_\_\_ **U.S. Congressional District:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Name of Program Coordinator:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address of Coordinator:** \_\_\_\_\_  
(Street, City, State, Zip)

**You must complete items 1 through 9 below or your application will be returned.**

1. Speaker \_\_\_\_\_

2. Title of Presentation \_\_\_\_\_

3. Have you contacted the speaker to ensure availability on the date needed? (circle) Yes No

4. Location of your program (please include Street, city, state and zip): \_\_\_\_\_  
\_\_\_\_\_

5. What time will the program be held? \_\_\_\_\_ Estimated attendance (must be 20 or more) \_\_\_\_\_

6. Program format (banquet, conference, meeting, etc.) \_\_\_\_\_

7. Programs held in conjunction with a dinner or luncheon may ask attendees to pay the cost of the meal only.  
**Our organization agrees to advertise the presentations as free and open to the public.** \_\_\_\_\_ (Program coordinator initials)

8. How will you publicize to reach a general public audience? Within the organization via newsletter, calendar, etc.? Public Service Announcements or press releases to newspapers, radio? Other (please explain below):

9. **Signature of Program Coordinator (type name here)** \_\_\_\_\_