



Humanities Washington

## Inquiring Mind Program Application

### **SPEAKER INFORMATION**

Speaker's Name: \_\_\_\_\_

Speaker's Program Title: \_\_\_\_\_

Program Date: \_\_\_\_\_ Program Time: \_\_\_\_\_

Program Location: \_\_\_\_\_

Congressional District: \_\_\_\_\_ Legislative District: \_\_\_\_\_

It is the responsibility of the **speaker** to:

- Discuss travel costs and reimbursement plan with program coordinator.
- Make travel arrangements for the program.
- Submit reimbursement to program coordinator for travel expenses no more than three weeks after the program date.
- Notify program coordinator of any required equipment or arrangements.
- Acknowledge Humanities Washington and Inquiring Mind program at the presentation.

### **BOOKING ORGANIZATION**

Organization Name: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

I have included my  \$50 first time yearly payment (program year runs July 2008 - June 2009)  
 \$25 payment (for *each* additional program in a program year)

It is the responsibility of the **booking organization** to:

- Fill out the Program Application form and submit it to Humanities Washington at least 6 weeks prior to the program date along with \$50 first time or \$25 additional time booking fee .
- Publicize event as an Inquiring Mind presentation through press releases, fliers, and printed programs.
- Reimburse the speaker for their travel expenses within three weeks of receiving the reimbursement request.
- Recognize the support of Humanities Washington and the Washington State Legislature on behalf of the Office of the Secretary of State at the program.