

**West Virginia Humanities Council -- *History Alive!* Booking Request Form**

Complete this form and return with \$150 booking fee for each program

AT LEAST two weeks prior to the program date to:

West Virginia Humanities Council – History Alive  
1310 Kanawha Blvd. East - Charleston, WV 25301 or [payne@wvhumanities.org](mailto:payne@wvhumanities.org)  
(Please type or print clearly.)

Non-profit organization: \_\_\_\_ For-profit organization: \_\_\_\_

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

History Alive! Character Requested: \_\_\_\_\_

Date of Program(s): \_\_\_\_\_ Time(s) of Program(s): \_\_\_\_\_

Estimated Audience #: \_\_\_\_\_

Program Site: \_\_\_\_\_

Program Site Street Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Program Coordinator Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Coordinator Email Address: \_\_\_\_\_ **(required)**

Coordinator Mail Address: \_\_\_\_\_

*For Schools Only: Publicity materials requested? Yes \_\_\_ No \_\_\_*

**Checklist:**

- \_\_\_\_\_ Booking fee payment (or method of payment) is included with this request.
- \_\_\_\_\_ Confirmed that the History Alive! presenter is available for the requested date.
- \_\_\_\_\_ Applicant organization will pay applicable lodging costs.
- \_\_\_\_\_ Waiver of the booking fee is requested for the following reason:  
(*Waiver requests must be received at least **4 weeks prior** to the program date.*)

Payment Method: \_\_\_ Check Enclosed      Total Booking Fee Amount: \_\_\_\_\_

Purchase Order# \_\_\_\_\_      \_\_\_ MasterCard    \_\_\_ VISA    \_\_\_ Discover

Card #: \_\_\_\_\_ CSV # (3 digits on back): \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Card Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_