

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 warmack@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.

_____ If booking fee waiver is requested, please state reason on back of form.

*(Waiver requests must be received at least **4 weeks prior** to the program date. Please note that non-profit status as a host organization is usually not sufficient grounds for a waiver, since most of our partner organizations are non-profits.)*

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: _____