

# 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](mailto:warmack@wvhumanities.org)

Please type or print clearly below

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

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

History Alive! Character Requested: \_\_\_\_\_ Estimated Audience #: \_\_\_\_\_

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

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

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

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

Is this a virtual (online only) performance? YES NO

If this is a virtual performance, what platform will you be using (Zoom, Webex, etc.)? \_\_\_\_\_

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: \_\_\_\_\_