**North-Central Idaho Speakers Bureau**



*A Program of the Nez Perce County Historical Society and Museum* ***SPEAKERS ENGAGEMENT APPLICATION FOR HOSTS***

**APPLICANTS**

* Non-profit entities, community organizations, and educational facilities within established boundaries, whose events are free and open to the public, are eligible to apply for up to six speakers annually.
* Established boundary counties: Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Clearwater, Nez Perce, Lewis, and Idaho Counties. This includes towns in the Lewis-Clark Valley including Asotin County.
* Other Idaho locations by approval of the Bureau Administration.

**COST**

* A $25 Administrative Fee is applied to each engagement booked by **for-profit** entities and community organizations; all fees are waived for educational institutions, non-profits, and community organizations.
* Waiver of Administrative Fees is the sole prerogative of the Administrator.

**BOOKING & CONFIRMATION**

* Contact the Speaker to schedule the engagement date and time. (Speakers contact information is on our website)
* Complete and return a Speaker Engagement application and any applicable fees to the Administrator (application is required)
* A confirmation of Engagement will be emailed or mailed to the Speaker and Host by the Administrator.

**ENGAGEMENTS**

* All Speaker Bureau engagements must be free and open to the public.
* Introduction of each speaker must include the following acknowledgment:

*“This is made possible by the generous support of the Nez Perce County Historical Society and Museum and the Idaho Governor’s Lewis and Clark Trail Committee.”*

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Hosting Organization Contact Name

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Phone Number Email Address

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Hosting Organization Mailing Address City State Zip Code

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Speaker Date & Time Expected Attendance (Adults) (Students)

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Engagement Location & Address City State Zip Code

**What Audio/Visual needs can your organization provide?**

 Slide Projector Viewing Screen TV VCR Microphone PA System LCD Projector DVD Player

\_\_\_\_ Enclosed is my CHECK or MONEY ORDER in the amount of $25. Make checks or money payable to NPCHS

OFFICE USE ONLY

Rec’d\_\_\_\_\_\_\_\_\_

Rd\_\_\_\_\_\_\_\_\_\_\_

Conf’d\_\_\_\_\_\_\_\_\_

\_\_\_\_ Please invoice my organization using PO #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge my: \*MASTERCARD \*DISCOVER \* AMERICAN EXPRESS \*VISA

Note: a 2.5% Convenience fee will be applied to card payments

Account Number Ex. Date \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ V-Code (Last 2 digits on signature strip) \_\_\_\_\_\_\_\_\_\_\_\_

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Name as Shown on card (Please Print) Signature

 **North-Central Idaho Speakers Bureau**

*A Program of the Nez Perce County Historical Society and Museum*

 ***0306 3rd Street Lewiston, Idaho 83501 Phone: 208-743-2535 Email: npcoffice1@cableone.net***

**APPLICANTS**

* Non-profit entities, community organizations, and educational facilities within established boundaries are eligible to apply for up to 6 speakers annually.
* Established boundary counties: Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Clearwater, Nez Perce, Lewis, and Idaho Counties. This includes towns in the Lewis-Clark Valley including Asotin County. Other Idaho locations by discretion of Director.

**COSTS**

* A $25 Administrative Fee is applied to each engagement booked by **for-profit** entities and community organizations; all fees are waived for educational institutions, non-profits, and community organizations.
* Waiver of Administrative Fees is the sole prerogative of the Administrator.

**BOOKING & CONFIRMATION**

* Contact the Speaker to schedule the engagement date and time. (Speaker contacting information is on our website)
* Complete and return a Speaker Engagement application and any applicable fees to the Administrator. (application required)
* A confirmation of Engagement will be emailed or mailed to the Speaker and Host by the Administrator.

**ENGAGEMENTS**

* All Speaker Bureau engagements must be free and open to the public.
* Introduction of each speaker must include the following acknowledgment: *“This is made possible by the generous support of the Nez Perce County Historical Society and Museum and the Idaho Governor’s Lewis and Clark Trail Committee”*

**Speaker Guidelines**

**PAYMENT & REIMBURSMENT**

* Honoraria will be paid at $125 engagement with round trip mileage of up to 100 miles; $150 for engagements with round trip mileage of 101-199 miles; $175 for engagements with the round trip of 200+ miles.
* Travel will be reimbursed for events outside of the Lewis-Clark Valley with prior approval at the federal rate.
* Meals will be reimbursed for events outside of the Lewis-Clark Valley with prior approval at the federal rate.
* Lodging will be reimbursed for events outside of the Lewis-Clark Valley with prior approval at $65 per night.
* At no time will request for additional payment or compensation be made to the host for any Speaker’s Bureau engagement.
* In-Kind Match, Reimbursement and payment forms will be processed monthly.
* Payments cannot be processed without a Speaker Engagement Application completed by the host and an In-Kind Match, Reimbursement & Payment Form completed by the speaker.

**BOOKING & CONFORMATION**

* Hosts will contact speakers directly to schedule engagement dates and times. Speakers **ARE NOT** required to accept any engagement.
* Hosts will complete and return an application and any applicable fees to the Nez Perce County Historical Society.
* Any Changes to the Speaker’s confirmed engagement must be communicated the museum before further changes.

**ENGAGEMENTS:**

* Speakers are asked to provide the following acknowledgement*: “This event is made possible by the generous support of the Nez Perce County Historical Society and Museum and Idaho Governor’s Lewis and Clark Trail Committee.”*
* Speakers will provide an Organization Evaluation form the host at the close of each engagement.

**Visit our website for form and information on Speaker Presentation**

**www.nezpercecountymuseum.com**

 **North-Central Idaho Speakers Bureau**



*A Program of the Nez Perce County Historical Society and Museum*

 ***HOST ORGANIZATION EVALUATION FORM***

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Hosting Organization Contact Name

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Hosting Organization Mailing Address City State Zip Code

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Speaker Date Time Attendance (Adults) (Students)

**On a scale of 1 (low) to 5 (high), please rate the following:**

The audience enjoyed the presentation 1 2 3 4 5

The audience learned something about the topic 1 2 3 4 5

The audience seemed interested in the topic 1 2 3 4 5

The topic is what I expected 1 2 3 4 5

I was satisfied with the overall presentation 1 2 3 4 5

I would recommend this speaker to other organizations 1 2 3 4 5

**Please feel free to provide suggestions/additional comments:**

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**Please return completed form to:**

 Nez Perce County Historical Society

 0306 3rd Street

 Lewiston, Idaho 83501

 Or by email to npcmuseum@gmail.com