

SPEAKERS' BUREAU PRESENTATION REQUEST FORM

EMAIL COMPLETED FORM TO SPEAKERSBUREAU@MHSA.NET

Agency Name:	Requested By:
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Proposed Speaking Date:

Proposed Speaking Time:	Requested Speaker Arrival Time:
Estimated Presentation Length (Mins):	

Expected Attendance:	Audience Age Range:
Audience Level of Knowledge on Homelessness:	

List Food Provided at the Event:

Speakers Requested (2-3 Recommended):

Speaker Preference (male/female):
Speaking Focus Preference (context, if applicable):

Address Information			
	Presentation Address	Agency Mailing Address	Billing Address (if different)
Name			
Address#1			
Address#2			
City			
State			
Zip Code			

Contact Information						
Affiliation	Title	Prefix	Contact Name	Email	Phone	Attend?
Billing						

Payment Terms	<i>Effective 7/1/2018, the Speaker Honorarium and Program Management fees increased 20%</i>	
Payment Type	Rate Inside MA	Rate Outside MA
Speaker Honorarium	\$60.00/speaker/presentation	\$120.00/speaker/presentation
Facilitation	\$10.00/presentation	\$20.00/presentation
Program Management (20% of Speaker)	\$12.00/speaker/presentation	\$24.00/speaker/presentation
Transportation/Mileage	Varies based on means required and/or distance	

Note: An invoice will be sent via email to the contact person after the conclusion of the presentation

Check to stay on our email list:	<input type="checkbox"/>
Check to grant permission for us take pictures at the presentation:	<input type="checkbox"/>
Check for permission to record the presentation:	<input type="checkbox"/>