



Bringing America Home

National Coalition for the Homeless

2201 P Street, NW
Washington, DC 20037-1033
<http://www.nationalhomeless.org>

Tel. 202-462-4822
Fax. 202-462-4823
Email. info@nationalhomeless.org

Thank you for your interest in having the **“Faces of Homelessness” Speakers’ Bureau** attend your upcoming event. This public education program is an essential part of our mission at the National Coalition for the Homeless, and we appreciate you giving us the opportunity to work with you.

The “Faces of Homelessness” panel spoke to 390 groups (small and large) and a combined audience of over 20,000 nationwide with the majority of the engagements being in the Washington, D.C. metropolitan area.

The National Coalition for the Homeless promotes getting involved through advocacy, education, and service. As people who have or are experiencing homelessness, the speakers are the real experts on homeless issues and we believe that their voices are essential in the fight to end homelessness.

We look forward to working with you and learning more about your event. Please review our information and guidelines for event hosts and complete the event form and return it in a timely a manner.

Sincerely,

Director of the Speaker’s Bureau
speakersbureau@nationalhomeless.org
202-462-4822 x 222

Out of State Event Guidelines and Information

Presentation Format

Moderator - Statistics and Stereotypes (10 minutes)

Speakers - Testimonies (10-20 minutes each)

Question and Answer (15 minutes)

We can work together to tailor our standard format to your needs.

Honorarium

NCH's recommended payment for honorarium is \$100 per speaker for engagements outside the Greater Washington DC metropolitan area. We ask groups to have a check made out to the "National Coalition for the Homeless" for the event fees (honoraria and program fee) on the day of the event. In the case that an NCH staff person is not present at the event, please mail the check to NCH (2201 P St. NW, Washington DC 20037) and confirm with the speakers that the check has been sent.

Travel

NCH will provide an estimate for the total travel costs at least two weeks before your event. We ask that groups provide a reimbursement check for the travel costs within 30 days of receiving the invoice/receipts.

Accommodations

NCH may request overnight accommodations on trips outside the Greater Washington DC metropolitan area.

Program fee

NCH asks groups to include in their pricing, a program fee payable to the "National Coalition for the Homeless" equaling 20% of total honorarium costs.

Donation

If your organization would like to become a supporting member of the National Coalition for the Homeless please ask for the membership form.

Out of State Speaker's Bureau Form

What is the name of your organization?

Primary Contact

Name:

Email:

Phone Number:

Complete mailing address:

What is the date and time of your event?

How many speakers would you like on the panel? (We recommend 2-3 speakers)

If you have seen the panel before, would you like to request a particular speaker(s)?

Where is the event located?

Will food be provided before or after the event?

What is the easiest way to get to the event location? (Plane, train, car)

What time would you like us to arrive?

What is our position? (Keynote, workshop, class, etc.)

Will you be present at the presentation?

Do you have a particular focus or audience need? (Homeless children, housing issues, health care, policy, what to do when you see a homeless person on the street?, etc.)

Please describe the audience in terms of size, age, and previous knowledge about hunger/homelessness issues.

Honorarium: Are you able to provide the suggested \$100 honorarium for our DC speaker(s) via check upon arrival?

Travel: NCH will provide an estimate for the total travel costs at least two weeks before your event. We ask that groups provide a reimbursement check for the travel costs within 30 days of receiving the invoice/receipts.

Program Fee: We ask groups to include in their pricing, a program fee payable to the "National Coalition for the Homeless" equaling 20% of total honorarium costs.

Would you like to become a member of the National Coalition for the Homeless?

Other comments or questions?

National Coalition for the Homeless/Group Agreement

_____ (name of organization), will pay the "National Coalition for the Homeless" for all agreed upon costs associated with the speaker's bureau event.

The undersigned, agrees to make all payments payable to the "National Coalition for the Homeless" within 30 days of receiving the final invoice/receipts.

Signature

Printed Name

Date