



Faces of Homelessness Speakers' Bureau

National Coalition for the Homeless
2201 P Street, NW
Washington, DC 20037-1033
Phone: 202-462-4822 x234
Email: speakersbureau@nationalhomeless.org

Non-Local Speakers' Bureau Event Request Form

(located outside the DC Metro area)

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 this opportunity.

We promote advocacy, education, and service. As people who have been homeless or are experiencing homelessness, the speakers in the Bureau are the real experts on homeless issues and we believe that their voices are essential in the fight to end homelessness. Speakers' presentations work to promote advocacy, understanding and service.

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 manner.

Event Guidelines and Information

Presentation Format Groups requesting one speaker should allot 30 - 60 minutes for the presentation to include: introduction, moderation, video (if requested-see below recommendations), speaker, Q & A, and informal interaction with the speaker post-session. Groups requesting two or three speakers should allot 60 - 90 minutes for the presentation to include: introduction, moderation, video, speaker(s), Q & A, and informal interaction with the speakers' post-session.

These time frames are only recommendations. The Speakers' Bureau has worked with a variety of faith groups, student organizations and social action service-oriented groups with presentations ranging from full high school assemblies to smaller panel presentations. We can be flexible and can adjust our presentation format to fit your group's schedule.

Video suggestions:

1. Hard Times Generation, CBS 60 Minutes, 3/11/11. (Segment on homeless families living in budget motels.)
2. Hard Times Generation, CBS 60 Minutes, 11/27/11. (Segment on homeless families living in their vehicles.)

Honoraria: Each speaker will receive a \$100 honorarium each time they speak at an out-of-state or overnight speaking engagement.

Program Fee: We ask that groups provide a program fee to the National Coalition for the Homeless of 50% of total honoraria to bring the "Faces of Homelessness Speakers' Bureau to your group. If you are unable to provide 50%, please let us know.

Total Costs: For 1 speaker--\$100 honorarium plus a \$50 program fee. Total: \$150
For 2 speakers--\$200 honoraria plus a \$100 program fee. Total: \$300
For 3 speakers--\$300 honoraria plus a \$150 program fee. Total: \$450

Payment: NCH will send an invoice via email to your group once the request form is received and event is scheduled. We ask that you pay upon receipt of the invoice, in advance of the speaking engagement. Payment via check is preferred, but we also accept cash or credit card charge.

Travel and Accommodations: NCH asks that your group provide reimbursement for transportation and lodging costs. On long trips (4 hours or more) we ask groups to provide lodging for the night for our speakers, the number of rooms depending on the number of speakers and their gender. We can stay at guest housing on campus, local motels, hotels, and bed and breakfast facilities.

Become a Member/Make a Donation: If your organization would like to support the work of the National Coalition for the Homeless, it can do so by becoming a member or by making a donation. More can be found on the [NCH website](#).



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Event Information Form

Organization Name

Primary Contact Information: Name/Title

Email Phone

Mailing Address

City State Zip

How many speakers would you like on the panel? (we recommend two or three speakers)

Would you like to request a particular speaker(s)? Please enter the Speaker(s) name(s) or preferred gender:

When is your event? Date Time

Where is the event located?

Requested Speaker Arrival Time: Estimated Presentation Length:

Will food be provided either before or after the event? No Yes

What is the best way to get to the location of the speaking engagement? (plane, rental car, train, etc.) If all or part of the trip will be by public transportation, please indicate which subway line/stop or bus number/stop.

What is the format of the event (keynote, workshop, class, discussion, etc.)?

Will you be present at the presentation? Please list your cell phone number:

Do you have a particular subject focus or audience need? (homeless children, housing issues, health care, policy, etc.)

Expected Attendance: Audience Age Range:

Audience Level of Knowledge on Homelessness/Hunger/Poverty Issues:

Other Comments/Questions?



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NCH/Group Agreement

All honoraria (\$100 for each speaker) and the program fee (50% of the total honoraria) must be provided in one check made out to the National Coalition for the Homeless in c/o Speakers' Bureau. See the first section entitled, Event Guidelines and Information, for a cost breakdown. Please fill in the check memo section with: Speakers' Bureau --(date of presentation __/__/__ .

If you are unable to provide the 50% program fee cost, please let us know and we can work something out with you.

Would you like to sponsor a Faces of Homelessness panel for a school or organization which cannot otherwise afford to bring speakers to educate their young people? No Yes
If yes, how many speakers would you like to sponsor (the total cost will be added to your invoice)?

Travel: We will submit an invoice to you for all travel costs. We will purchase the necessary travel arrangements upon your approval of the invoiced costs.

Once we have received this filled out Event Info Form, we will send you a confirmation within 72 hours of receiving the request. We will also send you an invoice in advance of the event.

agrees to pay the National Coalition for the Homeless for honoraria and the program fee. Payment should be mailed in advance of the presentation or mailed on the day of the event.

The undersigned, agrees to reimburse NCH within 30 days of receiving the invoice.

Signature Date

Printed Name Organization

Please complete this form and email to speakersbureau@nationalhomeless.org, or print out and send to:

National Coalition for the Homeless
Attn: Speakers' Bureau Coordinator
2201 P Street, NW
Washington, DC 20037-1033