

# NC STATE CULTURE CORPS PRESENTATION REQUEST FORM

Thank you for your interest in requesting an international speaker through CULTURE CORPS. Please take a few minutes to complete the following information. Please answer all questions COMPLETELY and sign at the bottom. Remember that some presenters will not have a car, so you are requested to make transportation arrangements available if the presenter needs transportation. Remember to allow at least 2-week minimum lead time when requesting a speaker. (If you would like more than one speaker, please allow more time.)

## CONTACT INFO:

Name of person making the request: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization or School Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city zip code

## EVENT INFO:

Date of Event: \_\_\_\_\_ Time of Presentation: \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_

Length of Entire Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Anticipated Audience Number: \_\_\_\_\_

Approximate Age Range: \_\_\_\_\_

## INFO FOR PRESENTER:

Preferred country/region of speaker: \_\_\_\_\_

Reason for preference: \_\_\_\_\_

Desired Length of Presentation: \_\_\_\_\_

Exact Location of Presentation: \_\_\_\_\_

Desired presentation format:  Formal presentation  Question & Answer  Demonstration  
 Display table  Other: \_\_\_\_\_

Topic(s) speaker should discuss: \_\_\_\_\_

Other comments about the presentation: \_\_\_\_\_

Equipment available to the speaker: \_\_\_\_\_

Transportation can be provided by: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that I or someone from my organization will need to fill out the Follow-up Form within 2 weeks following the event (the Culture Corps Coordinator will send this form to you after the presentation). I also understand that my organization will need to provide transportation if the speaker needs it. I understand that we need to check with OIS before paying the speaker an honorarium.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Office Use Only:

### Please return the completed form to:

OIS - Culture Corps

Questions? Call 515-2961

Box 7222, Daniels 320

Raleigh, NC 27695-7222

Or fax it to: 919-515-1402

Or email to: ois@ncsu.edu

