

# 2019 SPEAKING ENGAGEMENT REQUEST FORM



## EVENT ORGANIZATION INFORMATION:

Name of Group: \_\_\_\_\_ Group Contact Name: \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Is your Group a (please circle one): Not-for-Profit For Profit Other (please explain): \_\_\_\_\_

## EVENT INFORMATION:

Name of Event: \_\_\_\_\_

Location/ Address of Event: \_\_\_\_\_

Special Notes (i.e. downstairs, apt. no., etc.): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Date and Time of Event (Please list **two** alternate dates):

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Technology/ Equipment Available (please circle all that apply):

DVD Player    Extension Cords    Laptop    Speakers    LCD Projector    Screen    Other \_\_\_\_\_

Date response required by: \_\_\_\_\_

Which topic are you interested in (each approximately 1 hour in length)?

### **A. Speech/ Olmsted Legacy Video/ Q&A:**

Speaker will provide an introduction to the Buffalo Olmsted Parks Conservancy and the Frederick Law Olmsted-designed park system. A 26-minute WNED produced video on Frederick Law Olmsted, the development of the National Historic Register Listed Park and Parkway System will follow, with time at the end for Q&A.

### **B. Speech/ PowerPoint Presentation/ Q&A:**

Speaker will provide a presentation on the history of Buffalo, the development of the Buffalo Olmsted Parks System, and the award winning Plan for the 21<sup>st</sup> Century – Parks Restoration Master Plan. A discussion of the Conservancy’s mission and stewardship to maintain Olmsted’s park and parkway system and how attendees may support the organization will follow, with time at the end for Q&A.

### **C. PowerPoint based on organizational interests (if possible) – Please list requested topics:**

\_\_\_\_\_

# TERMS & CONDITIONS



## SPEAKER FEES:

Not-for-Profit Rate (must show proof of NFP status): \$150.00

Within Buffalo and 30-mile radius: \$200.00

Outside of Buffalo area: \$250.00

Please note the following:

- Additional fees may apply where event location is 30 miles or more from Buffalo.
- Invoice will be sent at the time of acceptance of request and will be due upon receipt.
- Requests must be received at least 30 days prior to proposed date.
- Any cancellation must be made at least 48 hours prior to scheduled event in order to avoid cancellation fees.

**Please return engagement request by e-mail to [Patty@bfloparks.org](mailto:Patty@bfloparks.org) or mail to:**

Buffalo Olmsted Parks Conservancy

Attn: P. Mertens

84 Parkside Avenue

Buffalo, NY 14214

(716) 838-1249 Ext. 10

**I agree to the terms and conditions set forth above. I also understand that submission of this request does not guarantee acceptance of same.**

Signature: \_\_\_\_\_ Group Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only:**

Speaking Fee: \$ \_\_\_\_\_ Additional Charges: \$ \_\_\_\_\_

Payment Received: Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Travel Time: \_\_\_\_\_ Mileage: \_\_\_\_\_ Payment Method: \_\_\_\_\_