

**West Virginia Humanities Council**  
**History Alive!**  
**Booking Form**

1310 Kanawha Blvd. East - Charleston, WV 25301

Booking Forms not received by the 20<sup>th</sup> of the month  
preceding the presentation are ineligible for Council support.

**(Please leave NO spaces blank)**



Presenter Name: \_\_\_\_\_

Character: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Time of Program: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

Host Organization: \_\_\_\_\_

Site of Program: \_\_\_\_\_

Program Site Street Address: \_\_\_\_\_

(No P.O. boxes, please)

\_\_\_\_\_ zip code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Send promo to the following email address: \_\_\_\_\_

**As the History Alive! presenter I confirm that I have done the following:**

\_\_\_\_\_ Indicated that the presentation must be publicized and open to the public. (briefly outline the publicity plan)

\_\_\_\_\_ Explained that I must be notified of cancellation/rescheduling at least one week before the date of the presentation. Late cancellation/rescheduling may jeopardize future Council support for the host school/organization.

\_\_\_\_\_ **Confirmed with the host organization (or school) that this presentation will not exceed their limit of two HA! presentations for the year.**

\_\_\_\_\_ If this presentation does not fit the general guidelines, on the reverse side of this form, please explain why you think it is important to do it and what effective gains it will have for the Council's History Alive! Program.

**For school presentations:**

\_\_\_\_\_ I have sent an advance copy of "Teacher's Form"

\_\_\_\_\_ I have suggested preparation and follow-up assignments

Teacher's Name: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_