

West Virginia Humanities Council
History Alive!
Booking Form

1310 Kanawha Blvd. East - Charleston, WV 25301

Booking Forms not received by the 20th of the month
preceding the presentation are ineligible for Council support.
(Please leave NO spaces blank)

Presenter Name: _____

Character: _____

Date of Program: _____ Time of Program: _____ Projected Attendance: _____

Host Organization: _____

Site of Program: _____

Contact Person: _____

Address: _____

_____ zip code _____

Daytime Phone: _____

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): _____