

BOPC 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):

1st Choice: _____

2nd Choice: _____

3rd 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 21st 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 via email to Carly Stockton at Carly@bfloparks.org or mail to:

Buffalo Olmsted Parks Conservancy

Attn: Carly Stockton

84 Parkside Avenue

Buffalo, NY 14214

(716) 838-1249 Ext. 42

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: _____