

## Diversity Council Speaking Engagement Request

Please complete the following form and mail to Diversity Council, 220 South Broadway, Suite 105, Rochester, MN 55904 (or fax to 507-282-9964). Requests should be submitted to the Diversity Council at least one month prior to speaking date.

Organization \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Backup/Emergency Contact: \_\_\_\_\_  
Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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Date of presentation: \_\_\_\_\_ Time of presentation: \_\_\_\_\_  
Size of group: \_\_\_\_\_ Purpose of organization: \_\_\_\_\_

Purpose of presentation (awareness; address special problems; national, state or local concerns): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issues to be covered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment available:  Overhead projector  TV/VCR  Sound system  Multimedia projector for laptop

Travel distance: \_\_\_\_\_ Please post, fax or email directions.

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**The Diversity Council is able to provide a 20-minute presentation about the Diversity Council, its mission and its programs at no cost** (within Olmsted County). We hope you will be interested to learn about how you can help support our mission.

**Organizations that want a customized presentation/workshop (or are outside of Olmsted County) are asked to compensate the Diversity Council for the presenter's time.**

**Payment Information:**

- Fees: \$75/hr for nonprofits and Diversity Council Corporate Members; \$150/hr for profits. Two hours of preparation time are charged for each hour of presentation time.
- Travel expenses are charged for trips over 50 miles or if overnight stay is required.

**Speaking dates and times are not confirmed until requesting organization receives of a signed presentation agreement.**

\*We will consider requests for fee reductions based on speaker availability and commonality of mission.