

Utah Humanities Council - UHC's Public Square Program Application

Sponsoring Organization

Name _____

Address _____

City / State / Zip _____

County _____

Web / Email Address _____

Phone _____

Fax _____

Program Coordinator

Name _____

Address (if different than sponsoring Organization) _____

City / State / Zip _____

County _____

Web / Email Address _____

Phone _____

Fax _____

Program Information

Speaker Name _____

Program Title _____

Date _____

Time _____

Program Location _____

Address _____

City / State / Zip _____

How did you learn about UHC's programs?

How will you publicize this program?

What is the estimated size of the audience?

Application Checklist

(all statements must be initialed before application will be considered)

- I have already confirmed with the speaker that he/she is available on the date provided above
- I agree to be responsible for facilitating this program, for filling out a program coordinator evaluation form, and for having at least 3 audience members fill out audience evaluation forms
- I agree to introduce the speaker orally and credit UHC for providing the program in all publicity
- I understand I will need to document "matching" funds (cash or in-kind donations) for each dollar UHC will provide
- I understand I will receive a written confirmation if the program is approved, and I will not publicize the event until I receive such a confirmation
- I understand UHC will not provide funds for a speaker or program title not listed on UHC's website

Office Use Only

Date Received _____ Approved Program # _____

Approved by _____

Honorarium _____

Mileage _____
 ____ X .40

Per Diem _____

Lodging _____
 (by receipt)

Total _____

Notes: