

**TENNESSEE HOLOCAUST COMMISSION
SPEAKER REQUEST FORM**

Contact Information

Name:

Phone: (H)

(W)

(Cell)

E-mail:

What is the best time and way to reach you?

Engagement Details

Date of engagement:

Time:

Please give us at least 2 alternative dates:

Organization:

Address:

City:

State:

Zip:

****Please notify us two weeks in advance when requesting a speaker. Such time is needed to make all the necessary arrangements. Additionally, please keep in mind that our speakers are older and need some accommodations. We ask that you arrange for our speakers to speak to a large group rather than several small groups or class sessions. If your school or organization is located outside of the state of Tennessee it will be necessary for us to request mileage and lodging reimbursement.***

Please complete below in order for us to find the best speaker for your needs.

For Educators

Grade level:

Age of Students:

Number of students attending:

Number of adults:

What is your student's level of knowledge about the Holocaust?

What are you currently teaching about the Holocaust?

What do you hope to achieve by bringing in a speaker?

Is your organization or school offering an Honorarium: Yes | No

If yes, amount: \$

Thank you for taking the time to fill out this form. A representative from the Tennessee Holocaust Commission will contact you to discuss your request soon. E-mail completed form to toni.a.smithson@vanderbilt.edu. Please feel free to contact us with any other questions or requests at 615-343-1171 or visit our web site at www.TennesseeHolocaustCommission.org.

For Internal Office Use Only

Speaker(s) Requested:

Tentative Date & Time Schedules:

Initials:

Today's Date:

Speaker(s) Booked:

Finalized Date & Time:

Initials:

Today's Date: