



2027-2028 MISSOURI SPEAKERS BUREAU

GUIDELINES

The Missouri Speakers Bureau offers scholars, historians, authors, and lecturers a platform to present educational information related to Missouri's culture, history, art, and people to residents across the state. Selected scholars will be expected to present five presentations during the year. The Missouri Speakers Bureau is jointly organized and managed by Missouri Humanities and the State Historical Society of Missouri. The purpose of the Missouri Speakers Bureau is to promote humanities education throughout the state of Missouri.

In service to its mission to share humanities opportunities across the state, Missouri Speakers Bureau will provide each speaker with underwriting to be able to do presentations in underserved rural communities. These are defined as those communities outside of Boone, Cole, Greene, Jackson, St. Louis counties and the city of St. Louis.

Speakers book talks directly with host organizations. Speakers are expected to complete five underwritten programs each program year (January-December) and will be paid \$400 (\$200 honorarium and \$200 travel stipend) per program from the Missouri Humanities. Host organizations qualifying for underwritten programs will incur no costs from the speakers for their presentation or from the Missouri Speakers Bureau.

Speakers may schedule additional non-underwritten programs with nonprofit and for-profit organizations located anywhere in the state. The speaker negotiates the payment for those programs, which the host organizations pay directly to the speakers.

FREQUENTLY ASKED QUESTIONS FOR SPEAKERS

HOW LONG IS AN APPOINTMENT ON THE MISSOURI SPEAKERS BUREAU?

Each slate of speakers lasts for one program cycle which is equivalent to two program years. A program year runs from January 1 to December 10. This cycle begins January 1, 2027, and ends December 10, 2028. At the end of each program cycle, you must reapply to be considered for the next slate.

HOW DO I SCHEDULE A TALK?

This can happen in two different ways.

First, host organizations may reach out to you to directly arrange presentations. In this case, you'll consider whether the proposed talk at the location in question fits within the \$200 travel stipend included as part of your \$400 payment Missouri Humanities provides per talk. If travel costs to get to/from the venue exceed what Missouri Humanities has provided, then it's up to you to decide if you wish to proceed with the talk or seek other opportunities. If you choose to proceed, work with your contact person to iron out the details.

The second approach you might take to scheduling presentations to fulfill your obligations for the Speakers Bureau is to reach out to potential host organizations directly. You might find strategic ways to do this. For instance, if your talk focuses on topics pertinent to particular



regions of the state, you might see if there are organizations in those regions that might be excited to get the opportunity to host you! You may also (or alternatively) reach out to groups that touch on greater themes that your presentation may speak toward (i.e., if your talk is on the Mississippi River, you may see if there are groups who are particularly interested in waterways, climate, or in environmental matters). Reach out, explain what the program is, provide Speakers Bureau materials, and then see if they'd be interested in getting you on their calendar(s)!

WHAT IS PROGRAM UNDERWRITING?

This is funding that Missouri Humanities provides to each speaker in the Speakers Bureau to cover five presentations in underserved communities at no cost to the hosting organization.

You can provide up to five underwritten presentations to underserved communities at no cost to the hosting institution. Your speaking fee and travel for these underwritten programs will be paid by Missouri Humanities in the amount of \$400 per talk (\$200 honorarium and \$200 travel stipend). For the presentation to be covered by program underwriting, the host organization must be a nonprofit outside Boone, Cole, Greene, Jackson, and St. Louis counties and the city of St. Louis.

For presentations that qualify for program underwriting, there is no cost to the host organization. You are encouraged to schedule additional presentations with nonprofit and for-profit hosts. You will negotiate your fee and payment directly with those organizations.

HOW WILL I BE PAID FOR UNDERWRITTEN PROGRAMS?

At the completion of each program year, you are required to submit a final report by December 10 to Missouri Humanities, which documents your underwritten programs. Failure to submit your end-of-year report will result in being disqualified for the second program year and/or the next program cycle.

Once your final report is received and processed, you will be paid for the number of underwritten programs you completed. **Final reports for the first year are due December 10, 2025.* Each underwritten program is paid \$400. Completing five underwritten programs will pay \$2000 total. Speakers will receive an IRS Form 1099 from Missouri Humanities for the total underwritten program payment.

CAN I PROVIDE VIRTUAL PRESENTATIONS?

Speakers are permitted to provide virtual presentations on their own time. However, for the presentation to be covered by program underwriting, it must be hosted in person by a nonprofit in an underserved rural community. Underserved rural communities are defined as those outside Boone, Cole, Greene, Jackson, and St. Louis counties and the city of St. Louis.



HOW MANY DIFFERENT PRESENTATIONS CAN I PROVIDE?

Each speaker may have two different presentation topics. Presentations of custom topics can qualify as an underwritten program, provided all other criteria are met. Details for custom topics must be determined in consultation with the program host.

CAN I PROVIDE PRESENTATIONS ON CUSTOM TOPICS?

Yes. You should consult with the host organization to meet their program needs.

WHO CAN REQUEST A SPEAKER FROM THE MISSOURI SPEAKERS BUREAU?

Both nonprofit and for-profit organizations can book speakers from the Missouri Speakers Bureau. For the presentation to be covered by program underwriting, the host organization must be nonprofit and located outside Boone, Cole, Greene, Jackson, and St. Louis counties and the city of St. Louis.

WHAT DOES IT COST THE HOST TO BOOK A SPEAKER FROM THE MISSOURI SPEAKERS BUREAU?

For programs that are not underwritten, honorarium and traveling fee amounts are set by the speaker and should be discussed and negotiated with the host sites. Underwriting of a presentation is available on a limited basis. For a host site to be eligible for underwriting consideration, the hosting organization must be a nonprofit and located within an underserved rural community. Underserved rural communities are defined as those outside Boone, Cole, Greene, Jackson, and St. Louis counties and the city of St. Louis. The speaker should let the host know if underwriting is still available for his/her presentations. Nonprofit and for-profit organizations can book speakers without underwriting. Honorarium and traveling fee amounts should be discussed with the host site.

IS THERE A LIMIT ON HOW MANY MISSOURI SPEAKERS BUREAU PROGRAMS AN ORGANIZATION MAY HOST PER YEAR?

There is no limit to the number of programs an organization can host when they pay the speaker directly. For organizations that qualify and receive underwriting, there is no limit on the number of underwritten programs an organization can host as long as they qualify and underwriting is still available.

HOW WILL POTENTIAL HOST ORGANIZATIONS KNOW IF I HAVE UNDERWRITTEN PROGRAMMING AVAILABLE? WHAT HAPPENS ONCE I COMPLETE FIVE UNDERWRITTEN PROGRAMS?

You are required to report underwritten programs to Missouri Humanities by completing the Missouri Speakers Bureau Tracker Form. For specifics on this, please reach out to the Missouri Humanities Speakers Bureau coordinator.

We require speakers to complete five underwritten programs each program year, but additional programs may be completed beyond these. For programs without underwriting, you



will negotiate your honorarium and traveling fee amounts directly with host partners. Speakers who complete five underwritten programs remain on the Missouri Speakers Bureau.

ARE THERE OTHER GUIDELINES AND/OR LIMITATIONS REGARDING THIS PROGRAM?

Host organizations are asked to invite their legislators to the presentations.

A minimum of 45 minutes should be set aside for the presentation.

An additional minimum of 15 minutes should be set aside for questions and discussion.

Speakers and host organizations are encouraged to promote their events with the toolkits provided on the speaker's webpage and by submitting the event to the Missouri Humanities Community Calendar.

Speakers are asked to submit their upcoming presentations to Missouri Humanities' Community Calendar (<https://mohumanities.org/add-community-event/>) prior to the presentation.

Speakers are asked to provide each audience with the QR code and/or link to a program survey so Missouri Humanities' Speakers Bureau coordinator can see what may be going well or what may need to be tweaked in the Speakers Bureau for the future.

Missouri Humanities encourages speakers and host organizations to share feedback and photographs of the Program for Speakers Bureau marketing opportunities. Please send these to nick@mohumanities.org.

SIGNATURE

I accept the invitation to join the 2025-2026 Missouri Speakers' Bureau. I understand the terms, amendments, and conditions of the program guidelines.

Printed Name

Speakers Signature

Date