



Request Form Instructions

The Rainbow Alliance of the Deaf (RAD) wanted to thank you for requesting RAD Titleholder's appearance at your upcoming event. Such opportunities provide RAD with exposure to the American and Canada deaf/hearing community and also provide the deaf gay & lesbian community with a role model that they can look up to. Instructions for this form are as follows:

Contact Information: RAD Pageant Director, Email - pageant@rad.org

Procedure:

- Please complete **all** items on the scheduling request form. Return completed form to Scheduling Agent, by the mail.
- Do NOT publicize the fact that RAD Titleholder will appear at your event until you receive confirmation from the RAD. You will receive a confirmation letter granting you authorization to publicize RAD Titleholder's presence at the event specified on your (completed) RAD Scheduling Request Form.

Definitions:

- **Main Contact Person:** this person is responsible for filling out this form, and maintaining contact with Scheduling Agent. Also, you will keep all documents. You will fax back forms when requested.
- **Local Host:** this person is responsible for picking up RAD Titleholder from the airport, dropping his/ her off at and picking him/her up from the hotel/host family's home, leading him/her around the event site, dropping him/ her off at the airport for the departure flight, and see if he/she needs anything.
- **Responsible Party/Contact Person:** this person is authorized to make financial arrangements for expenses associated with RAD Titleholder's appearance at your event. (This person's signature is required; see the last part of page five.)

Responsibilities:

You, as the main contact person will:

- Make sure that airfare, ground transportation, hotel/guest room, meals, honorarium, local host arrangements (see the definition of “local host” above), and expenses are the responsibility of the requesting agency/organization.
- make sure that your local host is available to assist RAD Titleholder at all times;
- make sure that all financial arrangements are paid for in advance;
- make sure that RAD has the required information and travel tickets in sufficient time for RAD;
 To forward them to RAD Titleholder;
- allow RAD Titleholder to make slight adjustments to the event schedule as needed;
- keep the scheduling agent informed regarding any changes;
- make sure that the voice interpreter is qualified (more details on page two); and
- after RAD Titleholder’s appearance, you will need to fill out the evaluation form that will be sent to you afterwards.

****A checklist is provided on page seven the Main Contact Person to make sure that the arrangements is moving accordingly and to ensure that everything is arranged for RAD Titleholder's appearance.

The scheduling agent will:

- serve as liaison between the main contact person and RAD Titleholder
- make sure that RAD Titleholder is aware of your expectations and the event details;
- make sure that RAD Titleholder shows up as expected.

RAD Titleholder will:

- do the requested activities as agreed upon, and tailor her presentations and performances to meet the needs of your audience and
- make every effort to ensure that adjustments to event schedule do not jeopardize the overall nature of the event.

The following items must be covered:

Travel Arrangements: Ground and air transportation (usually from his/her home area to your event location)

- Please do NOT make any travel arrangements until you receive a confirmation letter from RAD granting you authorization to do so. Please do not contact RAD Titleholder directly about travel arrangements or otherwise.
- Once you receive travel authorization from RAD, you may then proceed with the arrangements. Please fax the tentative itinerary to Scheduling Agent to get his/her

approval before purchasing it. Send purchased travel tickets with the appropriate information directly to Scheduling Agent, at the address provided above. If it is an electronic ticket, please fax the itinerary.

Lodging (if an overnight stay is necessary)

Per Diem: (from the time he/she arrives in town for your event until he/she leaves for home)

- If meals are not included, you will need to pay per diem of \$ 38/day for meals (\$6 breakfast, \$12 lunch, and \$20 dinner).

Honorarium:

- The base honorarium fee is \$ 50 per day for one (1) activity. If an event has more than one activity in the same day, the fee is \$ 40 for each additional activity (in addition to the \$ 65 as the base fee). If an event is spread over a couple of days, the charge will be \$ 40 per day (assuming that there is only one activity per day). This will be determined after reviewing the request form. The final fee will be mentioned in the letter of confirmation.

Sample:

Saturday:	
• An hour of workshop:	\$ 65
• Talent performance	\$ 40
• Banquet guest speaker:	\$ 40
Total:	\$ 145

If there is another activity on Sunday, it will go back to the base fee of \$ 65 then \$ 40 for additional activity on the same day.

***** RATES are subject to changes...**

Voice Interpreter:

If you plan to provide a voice interpreter to interpret for RAD Titleholder during his/her presentation or performance, a hard copy shall be forwarded to all voice interpreters to plan ahead.

Things to consider for your request:

RAD Titleholder can provide:

- Welcome remarks/greetings (an average of two to twenty minutes)
- Presentation (Topic of your preference) (an average of ten to

- twenty minutes-he/ she can give a longer presentation or give a workshop, if requested)
- Platform presentation (an average of five to ten minutes)
- Question/Answer session (an average of fifteen to thirty minutes)
- Talent performance, (an average of five minutes)
- Award presentation
- and any ideas that you may have...

To be returned (TBR)

RAD Titleholder Scheduling Request Form

* Please print or type all responses below. *

Contact Information: (*IMPORTANT: the contact person listed below is expected to maintain contact with Scheduling Agent until the completion of the event. If the contact person does not think he/she will be able to maintain contact with Scheduling Agent, it is important to provide the alternate contact person's name here.*)

Agency/Organization:

Main Contact Person:

Name/Title:

Street Address:

City/State/Zip:

Daytime Telephone
(TTY/VP/V)

FAX

Evening Telephone (TTY/VP/V)

FAX

Email address:

Pager address:

Alternate Contact Person:

Name/Title:

Address/Numbers (if different from
above):

Local Host:

Name/Title:

Street Address:

City/State/Zip:

Daytime Telephone (TTY/VP/V)

FAX

Evening Telephone (TTY/VP/V)

FAX

E-mail address:

Pager address:

TBR

Financial Arrangements:

Name/Title of Authorized person:

Address (if different from the contact address):

City/State/Zip:

Daytime Telephone (TTY/VP/V)

FAX

Evening Telephone (TTY/VP/V)

FAX

E-mail address:

Event #1 Request:

Starting/Ending

Date(s): _____

Time Slot of the event: _____ Time Slot of RAD Titleholder's appearance:

Name of Event:

Address

(location): _____

Purpose of Event:

Event target audience:

(Example: deaf, hard of hearing, hearing, students, teachers, parents, etc.)

We would like RAD Titleholder to provide:

Brief presentation (RAD Titleholders uses American Sign Language. He/She does not speak.)

What topic:

Please circle: 5 min 10 min 15 min 20 min Other (please specify): _____

Will there be a voice interpreter(s)?

Yes

No

award presentation

What kind of awards? _____

What exactly would you like for him/her to do? _____

—

TBR

welcoming remark/greetings

What topic:

Please circle: 5 min 10 min 15 min 20 min Other (please specify): _____

Will there be a voice interpreter(s)? Yes No

talent performance, (5 min)

other

(specify) _____

Type of clothing/attire:

Formal semi-formal business suit casual/recreation

**He/She will always wear his/her sash.

- If you need to make more than one request, the form is provided on the last page. Make as much copies as necessary to fill in all of your requests. Please write the number of requests in order.
- After Scheduling Agent review this form with RAD Titleholder, if all is well, Scheduling Agent will then send you a letter of confirmation. When you receive the letter of confirmation, you will be able to make further arrangements.
- Please attach the background about your organization/event and program/agenda of the event to this form.

.....
Responsible Party/Agreement:

- ◆ I have read the instructions above and reviewed the completed form in its entirety and agree to its contents.

Full
name/date _____

Title/Organization _____

Main Contact Person (YOUR) Checklist:

Request Form:

- Complete request form and send back to Scheduling Agent (SA)
- Send background information about the organization/event and program/agenda of the event to the SA

After SA receives the completed request form, SA will then send you a letter of confirmation.

Letter of confirmation: (will be sent after request form)

- Received the Letter of confirmation
- Send the tentative itinerary to the SA for approval
- Purchase the ticket and send the SA the ticket or the itinerary of the electronic ticket
- Arrange the lodging accommodations/host family arrangements
- Arrange the meal plan
- Return the letter of confirmation with following information to the SA
 - a) Travel information
 - b) Lodging/Host Family Arrangements
 - c) Meals provided and Per diem coverage
 - d) Emergency Contact Information
- Make sure that the local host is prepared for RAD Titleholder's arrival, stay, and departure.
- Have combination/event ticket and badge ready, if needed.
- Mail the honorarium check to the SA the day after RAD Titleholder's departure. If this is a local appearance, please include the gas costs in the honorarium check.

After the appearance, SA will send you an evaluation form for you to fill out.

Post Appearance Tasks:

- Complete evaluation form and send to the SA

Send SA the copy of publicity release(s) on RAD Titleholders and any picture(s) and/or article(s) in any kind of new release(s) to the SA

Make extra copy if you want more than one request.

Event # _____ **Request: (Please write the number in order, if you are making more than one request)**

Starting/Ending

Date(s): _____

Time Slot of the event: _____ Time Slot of RAD Titleholder's appearance: _____

Name of Event:

Address

(location): _____

Purpose of Event:

Event target audience:

(Example: deaf, hard of hearing, hearing, students, teachers, parents, etc.)

We would like RAD Titleholder to provide:

brief presentation (RAD Titleholders uses American Sign Language. He/She does not speak.)

What topic: _____

Please circle: 5 min 10 min 15 min 20 min Other (please specify): _____

Will there be a voice interpreter(s)? Yes No

award presentation

What kind of awards? _____

What exactly would you like for him/her to do? _____

welcoming remark/greetings

What topic: _____

Please circle: 5 min 10 min 15 min 20 min Other (please specify): _____

Will there be a voice interpreter(s)? Yes No

talent performance, (5 min)

other
(specify) _____

Type of clothing/attire:

formal semi-formal business suit casual/recreation

***He/She will always wear his/her sash.

To submit this paperwork, please email to RAD Pageant Director, Email - pageant@rad.org to make arrangement either to mail, fax, or email the hard copy to request for RAD Titleholder to come to your event.