

NMAS Speaker's Bureau Reservation Form



The National Museum of the American Sailor provides presentations about the history of the United States Navy's enlisted sailor.

1. As NMAS is a federal institution, these programs are free of charge.
2. Museum staff or trained volunteers present NMAS Speaker's Bureau programs. Programs are geared for adult audiences. Included in this category are students in grades nine through twelfth.
3. Presentations are approximately forty-five minutes in length. Presentations are accompanied by a PowerPoint slideshow.
4. Presentations are scheduled on a first-come, first-serve basis. In order to accommodate requestors while still achieving the museum's mission, the Speaker's Bureau offers a maximum of eight reservation slots per month. Requestors may only request one presentation per month. Anything over those thresholds will be evaluated on a case-by-case basis.
5. Presentations can be given in person or virtually. Virtual presentations can be held via Microsoft Teams or a group's own video communication account.
6. Presentations are offered in-person within a fifty-mile radius of the National Museum of the American Sailor. Presentations that take place outside of the fifty-mile radius must be virtual.
7. A Speaker's Bureau group must have a minimum of ten (10) attendees. An NMAS representative will contact the group at least 48 hours ahead of the presentation date to confirm the number of attendees. Should the group size fall below the required minimum number of attendees, the program will be made available as a pre-recorded video.
8. Fully completed Speaker's Bureau Reservation Forms must be submitted no later than thirty days before the presentation date. Form submitted less than thirty days will be reviewed on an individual basis.
9. Once the museum receives a fully completed Speaker's Bureau Reservation Form, the estimated processing time is three to five business days.
10. Presentations are not confirmed until you receive a confirmation e-mail from NMAS.

Please return your completed reservation form NHHC_NMAS@us.navy.mil or mail to National Museum of the American Sailor, 2531 Sheridan Road, Great Lakes, IL 60088.

Questions? Please contact us at NHHC_NMAS@us.navy.mil or (847) 688-3514.

Contact Name: _____

Organization Name: _____

Phone: _____ Email: _____

In-Person or Virtual: _____

If In-Person selected, is your venue within a fifty-mile radius of Great Lakes, IL? (Y/N): _____

Venue Street Address: _____

Venue City: _____ Venue State: _____ Venue Zip Code: _____

Venue Time Zone: _____

Group Size (minimum of ten required): _____

Name of Requested Program (Please refer to museum website at www.history.navy.mil/nmas for the latest complete list of program offerings):

Preferred Date: _____ Preferred Start/End Time: _____

Alternative Date: _____ Alternative Start/End Time: _____

*Presentations may be scheduled and completed between 0900 – 1930CST, Tuesday through Saturday. Presentations falling outside of these timeframes will be approved on a case-by-case basis. Presentations are normally forty-five minutes in length.

Requestor's Signature _____ Date _____

By signing above, you confirm that you understand and agree that submitting this application does not automatically qualify me for a National Museum of the American Sailor Speaker's Bureau acceptance and that there may be certain qualifications I must meet, including the acceptance of established Speaker's Bureau guidelines and availability of date requested.

Staff Use Only:

Confirmation Number _____ Confirmation Date _____

Confirmed By _____ Staff Assigned _____

Reservation Confirmed/Date _____

Actual Group Size _____

Presentation Notes:

