

NAME OF EVENT  
Sponsoring Organization(s)  
(Library, Friends, Foundation, Local Business/Non-Profit, Newspapers, etc.)

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| **In-Person or Virtual Event** (If virtual, what platform do you use)  **Date of Event:** |  |
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| **Time of Event:** |  |
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| **Location:** |  |
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| **Event Format/Summary:**  (Talk, Lecture, Reading, Panel Discussion, Interview, or Q&A?  Ticketed or Open to Public?) |  |
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| **Anticipated Audience Size:**  (For event, or for panel if this is part of a larger event) |  |
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| **Supporting Publicity and Promotion for Event:**  (Prior to event, at event, following event, including:  flyers, posters, displays, postcards, bookmarks, etc.  Print and/or e-newsletters (# of recipients, how often mailed),  Website promotions, Social Media announcements,  Local papers, local TV, local radio stations,  Promotion through co-sponsors, memberships, book clubs?) |  |
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| **Book Sales:**  (Who handles? Library, Friends Group, Local Bookstore, all?  Would you need assistance in securing a vendor?) |  |
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| **Anticipated # of Books to be Purchased for Event:**  (By Library, Bookstores, etc.) |  |
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| **Travel/Expenses (if an in-person event):**  (please list all expenses you can cover:  ground transport, flights, hotels, meals, etc.  Can you provide an honorarium for the author?) |  |
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| **Purpose of Event:**  (is this part of a recurring author series, fundraiser, etc.?) |  |
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| **Other Confirmed Authors for this Event:** |  |
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| **Past Authors at this Event:**  (Include year of event, audience size, and book sales at  that event, if available) |  |
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| **Event Contact:** (name, address, email, phone) |  |