

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 atthat event, if available) |  |
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| **Event Contact:** (name, address, email, phone) |  |