



# US@250: Big Watch Host Guide

## How to Implement your Big Watch Program

### 1. Publicize your programs.

- a. [Publicity Policies and Tips](#): This guide will provide valuable information on how to correctly publicize and promote your events. *Please read the entire document.*
- b. Your events will be listed on our web calendar. If any event information changes, please contact [programs@nhhumanities.org](mailto:programs@nhhumanities.org) as soon as possible so that we may update your listing.

### 2. Book your facilitator.

- a. You are able to choose your facilitator based on the needs of your community. [Pick a facilitator from this list](#) and email them with an invitation to facilitate your Big Watch film discussion. Include the **date, time, and location of the program, as well as the expected audience size** (this may influence how the facilitator plans to set up the discussion – small groups versus one large discussion, for instance).
- b. The facilitator will respond with their availability for your event. If your chosen facilitator is not available, please contact another. If you need any assistance in this process, please contact us.

### 3. Implement your program.

- a. Payment:
  - i. You will receive a check from New Hampshire Humanities (sent at the end of February). Deposit this check into your organization's account.
  - ii. Prepare to pay your film discussion facilitator **\$370** (this *includes* a flat rate mileage fee) at the program.
  - iii. **IF** this is part of your award, you may use the remaining **\$300 stipend** to support costs for your community programming. Examples may

include the honorarium for *Humanities to Go* presenters, refreshments, venue fee, materials costs, etc.

- b. Film screening:
  - i. Expect your film screening & discussion to last about 1 ½ hours – approximately 30 minutes for the film screening, and 1 hour for the following discussion.
  - ii. We will be watching a themed excerpt from THE AMERICAN REVOLUTION, provided by NHPBS, entitled, “The Spirit of Service.”
    - 1. Contact NHH staff for the viewing link.
    - 2. We recommend downloading this video before the screening, particularly if your internet service is spotty, to prevent any technological issues.
- c. Documentation: **Please document your event(s)** with photographs, videos, sound recordings (please get permission from participants) or written reflections. You will be asked to share these as your final report. This documentation will be shared with the funders. **DOCUMENTATION IS MANDATORY.**

#### 4. Reporting:

- a. **Participant evaluation:** Please display [this QR code](#) at your film discussion and your community event(s). It is a short survey for participants to fill out to share their thoughts and reflections on the events.
- b. **Host evaluation:** Please complete [this survey](#) to evaluate your programs after your events occur. We recommend looking at the evaluation ahead of time to ensure you are gathering the correct information. You will need to gather the following information for each event:
  - i. You will be asked to upload documentation for each event (images, videos, audio, written notes or quotes, etc.). This is **mandatory**. *All media submitted must have the consent of the subject to be shared publicly.*
  - ii. You will be asked for the attendance numbers of each event, as well as the total capacity of the venue.
  - iii. You will be asked how the stipend funds were spent.

**Questions? Please contact Katie Malloy at [programs@nhhumanities.org](mailto:programs@nhhumanities.org).**