

Completed application must arrive in our office **at least four (4) weeks** before the date of your program.

Applications: Program host must be a nonprofit or community group. The event must be free and open to the public.

Book Group Awards: New Hampshire Humanities (NHH) gives program host \$250 to cover the facilitator's fee and provides a free copy of the book to participants. Program host is responsible for paying the facilitator \$250 plus total mileage, by check, at the in-person program. The \$250 check should be mailed to the facilitator if a virtual program.

Application Process

- Download this checklist** from the Book Group page on the NHH website: <https://www.nhhumanities.org/bookgroups>
- Choose program:** Use our frequently updated [online book list](#) to select a book and find the facilitator's contact information.
- Contact facilitator:** Contact facilitator to check availability for your desired date, time, format, and location. Tell facilitator about your organization, audience, and specific goals. Inquire about room set-up or technology that facilitator requires. Calculate their round-trip mileage for in person events.
- Fill out the online application.** Reminder that the application is a binding contract.
 - The form must be submitted **at least 4 weeks** before the event.
- Reconfirm with facilitator:** When you receive confirmation email from us, contact your facilitator to reconfirm date, time, format, directions, parking, and technology needs.
- Check your program listing on the online calendar on our website**, www.nhhumanities.org, and inform us immediately of any changes.

Photography and Recording

- No photography or video - or audiotaping of programs is allowed without permission of facilitator, which must be obtained in advance.
- Host is responsible for ensuring that audience members do not take photos or record without permission and do not distract or interrupt the presenter or audience.
- If the facilitator does allow recording, credit must be given to NHH. Include in recording the NHH logo from our website and/or the words "This program is made possible by a grant from New Hampshire Humanities. Learn more at www.nhhumanities.org." **Please spell out "New Hampshire Humanities" in all written and verbal announcements.**
- Email digital photos and/or recordings to our Communications Director at rkinhan@nhhumanities.org

Promoting and Preparing for Your Book Group Program

- Acknowledgement of support:** In exchange for our sponsorship and promotional assistance, we expect you to credit NHH in promotional materials, display our logo and tell your audience NHH sponsored the program.
- Distribute books to program participants.** All participants should receive free, complimentary copies of the book to keep. **Any unused copies should be returned to New Hampshire Humanities.**
- Contact NHH immediately if there is ANY change in your program.** If you must change the place, date, or time, call us at 603-224-4071 and email bookgroups@nhhumanities.org. **Alert your facilitator and participants.**
- Download the audience evaluation form from the Book Group Forms page on our website and photocopy forms.** If an online program, have this link ready to share with participants them this link: <https://bit.ly/3RSInl0>
- Prepare a short introduction of facilitator** using bio from Book Group List from our website.
- Look for check from NHH** made out to your organization to arrive two weeks before program. Deposit that check. Cut a check from your organization made payable to the facilitator. Your check to the facilitator should be for \$250 plus full roundtrip mileage at \$0.50/mile if an in-person event.

At Your Program

- **Greet your facilitator.** Make sure space and technology are set up. Display the facilitator's banner if in- person.
- **Please remember to add Program # to Program Host Evaluation.** Can be found on the Book Group order email.
- Distribute or give link to the **evaluation forms before program.**
- **Welcome the audience and introduce the facilitator.** Remind people to turn off cell phones or mute sound.
- During program, **count** attendees to include in your host evaluation. After program, **remind audience to fill out evaluation forms.** Collect completed forms. If virtual, send them this link: <https://bit.ly/3RSInl0>
- **Thank and pay facilitator.**

The Last Steps

- **Complete online Host & Audience Evaluations** to NHH **within two weeks.** Comments welcome!
- **Return any unused book copies to New Hampshire Humanities** at the address listed below or via interlibrary loan van to the Talking Books Library in Concord, NH.
- Please "Like" the NHH Facebook page. Go to www.facebook.com/newhampshirehumanities and tell others about your *Perspectives* book group *experience*.



117 Pleasant Street, Concord, NH 03301

Need help? Contact:

Sue Butman at 603-224-4071, ext. 118,
Rebecca Kinhan at 603-224-4071 ext. 116,
Mary Nolin 603-224-4071 ext. 112

Fax 603-224-4072, or email bookgroups@nhhumanities.org