

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

**Applications:** Hosts are limited to three book discussions per NHH fiscal year (7/1-6/30). 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 presenter \$250 plus total mileage, by check, at the 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 and audience. 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.

### 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](mailto: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://forms.gle/xE7gcYheZ6evra8r6>
- 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, payable to the facilitator, and bring to event. Your check to presenter should be for \$250 (more in certain situations) plus full roundtrip mileage at \$0.50/mile.

### At Your Program

- Greet your facilitator.** Make sure space and technology are set up. Display the facilitator's banner.
- Please remember to add Program # to Program Host Evaluation.** Can be found on the Book Group Email Award letter.
- 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://forms.gle/xE7gcYheZ6evra8r6>
- 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.
- Please "Like" the NHH Facebook page. Go to [www.facebook.com/newhamphshirehumanities](http://www.facebook.com/newhamphshirehumanities) and tell others about your *Perspectives* book group experience.