

Getting the word out is the key to ensuring that your program draws the audience it deserves!

- Local media will need event information from you at least 2 weeks before the event, ideally 4-6 weeks.
- Send a **press release** to media outlets in your area. You'll find a sample press release in this packet. It's a good idea to check with your speaker(s) first as they may be able to provide additional details and a photo for the press release. You can email the press release to local and regional media along with a photo if available. Include a clear subject line and label attached photos with a caption and credit to the photographer or organization allowing use of the photo.
- **Post your event** in as many online events calendars as possible. Statewide papers also have online as well as print event calendars. Others to consider:
  - NH Travel and Tourism: <http://visitnh.gov/industry-members/login.aspx>
  - NH 365: <http://nh365.org/>
  - NHPR: <https://www.nhpr.org/community-calendar>
- Your venue may also have its own events calendar in print or online. Contact the venue's staff or volunteers to see if they can help publicize your event. Many chambers of commerce have an online event calendar as well.
- **Social media** is a free and easy tool to use for event publicity. You and your partners can post and share information on your event to your social media networks, and ask your supporters to share them with their friends. For calendar and social media listings, provide a succinct who, what, when and where synopsis of your event. Be sure to include a contact name and phone number for members of the press and the public to obtain more information. A photo makes these postings much more likely to be noticed. And please include "This event is made possible by a grant from New Hampshire Humanities." Please tag us in all social media posting about your project on Facebook at <http://www.facebook.com/newhampshirehumanities>, Twitter at <http://www.twitter.com/nhhumanities>, and Instagram at <http://www.instagram.com/nhhumanities>.
- **Local radio stations** may broadcast a brief (free) public service spots that describe your event. A 20-second spot is about 45-50 words; a 30-second spot is about 65 words. Write the spot in simple, conversational style, time the reading, and indicate the length accurately on the copy, so that the station can tape and log it properly. Send it to the radio station at least three weeks before the event for the best chance of getting it on the air.
- **Local cable access TV stations** will also list your event free of charge. Check beforehand for preferred format, and get your material to the station well in advance of airtime.
- Include the [New Hampshire Humanities logo](https://www.nhhumanities.org/nhh-logos) in all publicity materials such as posters, flyers, brochures, events calendars, bookmarks, etc. Please post our logo with the event listing on your website or in your e-newsletter. We prefer that you use our logo in color whenever possible, but we understand that color printing can be costly and we provide both a color and black and white version of our logo on our website at <https://www.nhhumanities.org/nhh-logos>.

- When you use our logo or name electronically please make it a live **link to our website:** <http://www.nhhumanities.org>.
- **Posters** are effective wherever there is heavy pedestrian traffic (libraries, banks, grocery stores, malls, post offices, town halls). Fliers can be posted, too, and/or distributed at public events, enclosed with organizational mailings, handed out at library circulation desks, etc.
- **Contact** your local library, Rotary Club, bookstore, high school or college about the program; ask if you can send a poster or flier. Your librarian can also provide a list of local officials, state senators, and representatives from your area. You can also find this information at <http://www.gencourt.state.nh.us/>. Send your local representatives and state senator and other public officials an invitation.
- Remember, **New Hampshire Humanities will list your event** in our quarterly printed *Engage!* which is mailed to more than 3,000 people, emailed to 18,000, and on our website. It is imperative that you notify New Hampshire Humanities immediately if there are any changes to the date, time, or venue of your event. Contact Rebecca Kinhan at (603) 224-4071 ext. 116 or [rkinhan@nhhumanities.org](mailto:rkinhan@nhhumanities.org).
- **If a problem arises** the day of an event, please CALL New Hampshire Humanities and speak with a staff member in addition to emailing Rebecca, in case she is not in the office. Please feel free to contact Rebecca with any questions about publicizing your event.
- Take a moment to **mention New Hampshire Humanities support** for your project at each event. The ideal way to provide credit is to invite a New Hampshire Humanities board or staff member to attend your event and make very brief remarks about our work and mission. Contact us for names and contact information.
- **Send a letter\*** to our United States Senators, [Jeanne Shaheen](#) and [Maggie Hassan](#), and your member of Congress, [Chris Pappas](#), if you are in District 1, or [Ann McLane Kuster](#) if you are in District 2, and let them know about your event(s) and that it was made possible through a grant from New Hampshire Humanities, which receives funding through the National Endowment for the Humanities. A sample letter and contact information is included in this packet. The strongest letter will be one where you put your thoughts on the value of New Hampshire Humanities support to your organization in your own words.
- **Send share copies of your publicity and event photos** along with the final report on your grant.

*Thank you!*

## Sample Press Release

FOR IMMEDIATE RELEASE

(Date)

CONTACT: (Your Name)

(Address)

(Telephone number and Email address)

(Your organization's name) receives New Hampshire Humanities Grant for (your project)

(NAME OF YOUR TOWN) - The (name of your organization) has received a grant from

New

Hampshire Humanities to present (title of program). (Title of program) will be presented on (day, date), at (time), at the (venue).

(Include a one-paragraph description of the project or event here.)

This program is free and open to the public. (Note whether pre-registration is required and whether refreshments will be provided).

New Hampshire Humanities nurtures the joy of learning and inspires community engagement by bringing life-enhancing ideas from the humanities to the people of New Hampshire. They connect people with ideas. Learn more at [www.nhhumanities.org](http://www.nhhumanities.org). Additional local support is provided by (any other sponsors, contributors or donors to thank).

For more information, contact (list the name of the program organizer, his or her phone number and e-mail address).

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## **SAMPLE Thank You Letter**

for members of NH's Federal Congressional Delegation  
CUSTOMIZE TO DESCRIBE YOUR PROJECT AND YOUR  
MESSAGE

(Date)

(Senator/Representative\_\_\_\_\_)

Address

City, State, Zip

Dear Senator/Representative\_\_\_\_\_,

This letter is to inform you that our organization,\_\_\_\_\_, has just received a generous grant of \$\_\_\_\_\_from New Hampshire Humanities, our state's independent affiliate of the National Endowment for the Humanities, to support our efforts to (briefly describe your *Humanities to Go* program or Community Project Grant project).

(Briefly describe why this program or project is important to your organization and the people you serve. If you are writing before an event, invite the member of the delegation and/or members of her or his staff to attend. If you are writing after a grant event include how many people came, feedback you received, plans for future programs, and any other details you'd like to share).

We are grateful to our representatives who support institutions such as New Hampshire Humanities through support for the National Endowment for Humanities. Their humanities speakers and grants make it possible to bring live, cultural and educational programs to New Hampshire residents in every town in the state. Thank you!

Sincerely,

(your name and title, name of your organization, contact information)

# NH Federal Congressional Delegation Contact Information

## Senator Jeanne Shaheen

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## Senator Maggie Hassan

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## Congressman Chris Pappas

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## Congresswoman Ann McLane Kuster

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