

Humanities to Go Presenter Responsibilities

New Hampshire Humanities supports its *Humanities to Go* presenters not only by granting private and federal dollars to host organizations to pay for your programs, but also by handling the paperwork involved in scheduling and publicizing your program statewide. We promote you and your programs through the *Humanities to Go* online Catalog of Presenters and Programs, in New Hampshire Humanities print and digital media and through public media.

As a *Humanities to Go* (HTG) presenter, you help us to fulfill our mission: *connecting people with ideas*. You also serve as an ambassador for New Hampshire Humanities – and the humanities in general – whenever and wherever you offer a *Humanities to Go* program. Your responsibilities as a presenter are outlined below.

1. Understand that *Humanities to Go* administration is intended to be as simple as possible. The process for booking a program is as follows:
 - A representative (“program organizer”) from a non-profit organization or community group (“program host”) contacts you and invites you to present your program.
 - You may accept or decline an invitation; you are in charge of your own schedule.
 - After you and the host agree on a date, time, place, format (in-person or virtual), and any additional details, such as technology available, the program organizer submits a one-page application (available on our website: www.nhhumanities.org) to New Hampshire Humanities.
 - New Hampshire Humanities issues payment to the program host for your stipend of \$300.
 - For in-person programs only, your roundtrip mileage at \$0.70/mile is the responsibility of the program host, **not** New Hampshire Humanities.
 - If you are a living history presenter, you may charge an additional stipend of up to \$125. You must make your request for any additional amount directly to the program organizer at the time of booking. If you and the program organizer agree, this additional amount is the responsibility of the program host, **not** New Hampshire Humanities. Presenters not listed in the “living history” category should not request an additional stipend from host organizations.
 - The program organizer issues a check from the host organization for the total stipend and mileage amount at the conclusion of your program.
 - NHH reserves the right to limit the number of *HTG* bookings a presenter can accept per year.
 - Host organizations may ask for or place a receptacle for donations for their organization after the presentation.
 - Further information about *Humanities to Go*, including the Program Host Checklist and Program Application, can be found on our website: www.nhhumanities.org.
2. You are expected to follow these New Hampshire Humanities’ policies:
 - *Humanities to Go* supports only those programs that have been vetted by New Hampshire Humanities and are listed and described in the *Humanities to Go* Catalog of Programs and Presenters on our website.
 - Presenters are allowed to book a maximum of 25 programs per year, and may have up to 4 active programs listed in the catalog at one time.
 - *HTG* programs are informational – intended to get people thinking, and possibly, exploring new ideas.

These programs are not a platform for promoting a cause or political agenda. Presenters must take care not to engage in advocacy.

- *HTG* programs must be offered free of charge and be open to the public (limited exceptions may be available for schools, hospitals, and prisons – please inquire for details). Program hosts are responsible for adhering to all NHH *HTG* policies.
- *HTG* funding is for non-profit organizations and community groups offering programs free and open to the public. Employers seeking programs from their employees should contact New Hampshire Humanities about Humanities@Work. New Hampshire Humanities does not restrict you from accepting bookings from other organizations or groups holding private events without *HTG* assistance. In addition to whatever you charge for private bookings, please suggest that a donation be made to New Hampshire Humanities in recognition of its work identifying, auditioning, and marketing your program.
- Photography, audiotaping, and videotaping are allowed only with the explicit permission of the presenter. Please make your preferences known to the Program Organization before booking your presentation. If you allow recording, please inform the videographer that *HTG* programs are for educational purposes and insist that they credit New Hampshire Humanities by including the New Hampshire Humanities 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.” Request that any digital photographs or recordings to be sent electronically to New Hampshire Humanities [Attn: Rebecca Kinhan, Communications Director (rkinhan@nhhumanities.org)].
- Credit New Hampshire Humanities in your own presentations and handouts by including the New Hampshire Humanities logo available for download 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.”

3. Make yourself generally available (by phone or e-mail as specified in your catalog listing) to those who wish to book programs in New Hampshire.

- Return calls, emails, and other communications promptly.
- Update your contact information with New Hampshire Humanities immediately upon changing phone or cell phone numbers, email address, or mailing address.
- Notify New Hampshire Humanities if there are periods longer than a month when you will NOT be available.

4. For in-person programs:

- Before accepting an engagement, **clearly communicate your technological (A/V) and room set-up needs**. You may be expected to bring your own laptop and USB cables and, if needed, set up the equipment on your own at onsite presentations. Host sites may or may not be able to provide a projector, screen, or other equipment, or to troubleshoot technical problems. Have a back-up plan for presenting your program if the technology doesn't work.
- Help the program organizer calculate the round-trip mileage from your town to the program location.
- Remind the program organizer that the *HTG* application must be submitted to New Hampshire Humanities two (2) weeks in advance of the event so that we can publicize it. Ask the program organizer to confirm the date and time of program once the *HTG* application has been approved.
- Ask the program host if the program venue has any restrictions on commercial activities. While *HTG* is not intended as a medium for book or DVD sales, New Hampshire Humanities does not object to presenters displaying and selling products related to their expertise at their programs.
- Use a microphone if one is available.

5. For virtual programs:

- Before accepting a virtual engagement, please be sure you have a strong internet connection that will

- remain constant throughout a meeting.
 - Confirm with the host how you will join the virtual meeting. Please be sure to follow any registration process in advance to ensure that you are able to access the meeting the day of your presentation.
 - Remind the program organizer that the *HTG* application must be submitted to New Hampshire Humanities two (2) weeks in advance of the event so that we can publicize it. Ask the program organizer to confirm the date and time of program once the *HTG* application has been approved.
 - You will be responsible for your own technology for a virtual presentation. You will be expected to use your own computer, enabled for virtual meetings, and to share your screen if you have visuals to accompany your presentation.
 - Please find a quiet space to use for your presentation that has a background free of distractions. Throughout the meeting use headphones to minimize extraneous noise.
6. Regularly check the online calendar at www.nhhumanities.org to make sure your events are listed properly.
 7. Immediately report ANY cancellation, rescheduling, or program change to the program organizer, as well as to New Hampshire Humanities: by telephone (603-224-4071) **AND** email: sbutman@nhhumanities.org.
 8. You are the face of New Hampshire Humanities. On the day of your program:
 - Be punctual, courteous, and flexible.
 - Bring the New Hampshire Humanities banner and any other New Hampshire Humanities materials we provide you to post at the event (see end of document to indicate if you have, in fact, received these items).
 - Be willing to use a microphone when asked **if** the host is able to provide one.
 - Be ready to introduce yourself as an *HTG* presenter, and New Hampshire Humanities as the sponsor, if the program organizer does not do so.
 - At the end of your presentation, remind the host and audience that New Hampshire Humanities needs their evaluations. The information captured from the evaluations is critical to New Hampshire Humanities as we seek funding to support future programs.
 - Pick up your check from the program organizer or arrange for its mailing with the program organizer.
 9. Our goal is to work with you to make your program the best possible humanities presentation for a public audience.
 - Should you wish to be removed from the *Humanities to Go* roster, you may do so at any time. Please give New Hampshire Humanities as much notice as possible and fulfill any existing commitments, if possible.
 - From time to time we will offer “in-service” training or networking opportunities, provide audience feedback, and may formally re-evaluate your program as well.
 - New Hampshire Humanities may terminate your affiliation with *Humanities to Go* at any time for any reason. We routinely check booking frequencies for all programs. When a program has not been booked for two calendar years, we reserve the right to remove the program in question from our listings. We will provide notice of termination in writing.
 10. Abide by state and federal law, including any applicable intellectual property or tax laws such as filing appropriate IRS forms with NHH if needed.
 11. Independent Contractor: Presenter will furnish services as an independent contractor and not as an employee of NHH or any entity affiliated with NHH. The presenter is not entitled to any medical coverage, insurance or other benefits afforded NHH’s regular employees.

Humanities to Go presenters serve as New Hampshire Humanities representatives to the public and as ambassadors for the humanities. We thank you very much and look forward to working with you.

Please initial, sign, and date this agreement. Keep a copy for your records, and then return the signature page to NHH, 117 Pleasant Street, Concord, NH 03301 or via email to programs@nhhumanities.org.

I/we have reviewed and accept the *Humanities to Go* Presenter Responsibilities.

Signed _____ Date _____

Name (please print) _____

Additional presenter (if two-person program):

Signed _____ Date _____

Name (please print) _____

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