

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

Applications: There is no limit to the number of programs a host organization can have in our fiscal year, 7/1/20-6/30/21. Program host must be nonprofit, or community group and event must be free and open to the public.

Humanities to Go (HTG) Awards: New Hampshire Humanities (NHH) gives program host \$200 to cover presenter's fee. Program host is responsible for paying presenter \$200 plus total mileage, by check, at the program.

- **Living history presenters** may charge up to \$125 more per program. We cover only \$200. Program host is responsible for the balance. Include in check to presenter.
- **Two-person programs receive two stipends and mileage for both (unless they travel together).** Therefore, they are no limits this fiscal year. Ask at time of booking.

Photography and Recording

- No photography or video - or audiotaping of programs is allowed without permission of presenter, 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 presenter 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.

Application Process

- **Download this checklist and a current HTG application** from the HTG page on the NHH website: [www.nhhumanities.org/Humanities to Go Toolkit](http://www.nhhumanities.org/Humanities%20to%20Go%20Toolkit)
- **Check our website calendar** for programs already scheduled in nearby towns.
- **Choose program:** Use our frequently updated online catalog, to select a program and find the presenter's contact information.
- **Contact presenter:** Contact presenter to check availability for your desired date, time, and location. Tell presenter about your organization and audience. Inquire about room set-up and technology that presenter requires and calculate presenter's round-trip mileage.
- **Fill out application.** Reminder that the application is a binding contract. If program will be presented in conjunction with another event (festival, potluck, or meeting) include details on application. *HTG* programs must be free and open to the public. HTG does not pay for programs at private events and may not be offered in a venue where a purchase would be expected (such as at a restaurant following an organization's business meeting). **Please remember on the Program Location line to add virtual if it will be an online meeting.**
- The form must be submitted **at least 4 weeks** before the event.
- **Reconfirm with presenter:** When you receive confirmation email from us, contact your presenter to reconfirm date, time, place, 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.

Promoting and Preparing for Your HTG Program

- **Six weeks before your program:** Send press releases and calendar announcements to local media, invite high school teachers and their students, contact other local organizations - get the word out! Include a copy of the NHH logo downloaded from our website in your press releases.
- **Acknowledgement of support:** In exchange for our sponsorship and promotional assistance, we expect you to credit NHH in promotional materials, display our new banner (if brought by presenter), and tell your audience NHH sponsored the program.
- **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 HTG@nhhumanities.org. We will post cancellation and rescheduling information on our website and Facebook page. **Alert your presenter**, community and media outlets as far in advance as possible with changes. Post notice of any change at the venue.
- **Arrange for use of microphone** if your venue or audience needs sound amplification.
- **Download the audience evaluation form from the HTG Host Toolkit on our website and photocopy plenty of forms** so you don't run out.
- **Prepare a short introduction of presenter** using bio from HTG Catalog or 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 presenter, and bring to event. Your check to presenter should be for \$200 (more in certain situations) plus full roundtrip mileage at \$0.50/mile.

At Your Program

- **Greet your speaker.** Make sure space and technology are set up. Display the presenter's banner.
- **Please remember to add Program # to Program Host Evaluation.** Can be found on HTG Email Award letter.
- Distribute **evaluation forms before program.** Have pencils/pens handy.
- **Welcome the audience and introduce the presenter.** Explain that feedback is critical to ensure quality and help get funding. Filling out an evaluation is the "price of admission." Remind people to turn off cell phones and no recording or photography is allowed without presenter's prior permission.
- 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://app.surveymethods.com/EndUser.aspx?FFDBB7A8FEBBAFA5F9>
- **Thank and pay presenter.** Give banner back to presenter after program.

The Last Steps

- **Send Host & Audience Evaluations** to NHH **within two weeks.** Report total ATTENDANCE and any extra amount paid to living history presenter. Comments welcome!
- Please "Like" the NHH Facebook page. Go to www.facebook.com/newhampshirehumanities and tell others about your HTG experience.



117 Pleasant Street, Concord, NH 03301
Need help? Contact Sue Butman at 603-224-4071, ext. 118,
Fax 603-224-4072, or email HTG@nhhumanities.org