

Completed application must arrive in our office **at least ten (10) weeks** before the date of your program.

Application Fee: \$50 per program, limit of two (2) programs per program host organization in our fiscal year, 7/1-6/30. 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 gives program host \$200 to cover presenter's fee plus roundtrip mileage at \$0.50/mile for up to 100 miles. 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 limited to six *HTG* presentations/year. Ask at time of booking.

Photography and Recording

- No photography or video- or audio-taping 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 New Hampshire Humanities. Include in recording 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."
- 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 *Humanities to Go* page on the New Hampshire Humanities website: www.nhhumanities.org/humanitiestogo
- **Check our website calendar** for programs already scheduled in nearby towns.
- **Choose program:** Use our *Humanities to Go* Catalog of Programs and Presenters and 2016 Supplement, or 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.** Sign form and keep a copy. It is a binding contract. If program will be presented in conjunction with another event (festival, potluck, or meeting) include details on application. *Humanities to Go* 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).
- **Mail completed application and check**, payable to New Hampshire Humanities, 117 Pleasant Street, Concord, NH 03301. The form must arrive at our office **at least 10 weeks** before the event. If payment will be delayed (such as when check must be issued by municipal government), mail or fax application form without check & include note explaining delay.
- **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**, New Hampshire Humanities sends a packet containing a publicity tip sheet and evaluation forms for host and audience members. 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 New Hampshire Humanities 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 New Hampshire Humanities in promotional materials, display our new banner (if brought by presenter), and tell your audience New Hampshire Humanities sponsored the program.
- **Contact New Hampshire Humanities 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 sbutman@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 New Hampshire Humanities** 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 round trip mileage at \$0.50/mile.

At Your Program

- **Greet your speaker.** Make sure space and technology are set up. Display the presenter's banner.
- 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.
- **Thank and pay presenter.** Give banner back to presenter after program.

The Last Steps

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



117 Pleasant Street, Concord, NH 03301

Need help? Contact Sue Butman at 603-224-4071, Fax 603-224-4072
or email sbutman@nhhumanities.org