

TEXAS WRITES // 2019-2020

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LIBRARIANS: To be considered for the upcoming year of Texas Writes programming, please complete **both pages** of this form and return it to Samantha Babiak, Texas Writes Program Coordinator, Writers' League of Texas via email attachment (sam@writersleague.org) or via mail to WLT, 611 S. Congress Ave., Suite 200A-3, Austin, TX 78704, attn: Kelsey Williams. Questions? Call us at 512-499-8914.
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Library name and address:

Communities served (Note: the city/town that your library resides in must have a population of less than 12,000 to qualify for this program):

Contact:

Title:

Phone number:

Day of contact phone number (if different):

Email:

SPACE: While attendance varies from event to event, the average attendance for a Texas Writes event is between 20-30 people. Does your library have the space to accommodate a group this size (or larger)? If NO, do you have an alternate space nearby that can serve as the venue for this event? What is the total capacity for your library?

SCHEDULING AN EVENT / PREFERRED DAY/S: A Texas Writes event can be held during the week or on the weekend, depending on the host library's preference (NOTE: We strongly encourage you to consider a Saturday event, but we can accommodate weekday events). Are there certain days of the week that are preferable for you (ex: Tuesday, Saturday), based on your hours of operation, space availability, and when your patrons are most likely to attend?

SCHEDULING AN EVENT / PREFERRED TIMES: Please indicate your preference for start and end times. Your two choices are **10am (start) to 1:00pm (end)** OR **1:00pm (start) to 4:00pm (end)**:

SPECIFIC DATES: Looking ahead to the upcoming year of Texas Writes programming, do you have specific dates in mind (between July 1, 2019 and May 31, 2020) that you'd like to suggest for an event at your library? (Giving us specific dates now will speed up the process; please do suggest a couple of dates if you can):

TOPICS: If there are specific topics that you'd like to request, or areas of focus that you think would be most beneficial to your patrons and other attendees (for example: memoir writing, family history, mysteries and thrillers, young adult fiction, research, nonfiction) please list them here. We'll make every effort to book authors who can speak to your preferred topics. If you have no specific topics in mind, leave this blank.

ADVERTISING: The Writers' League will make every effort to take out advertising in one or more local newspapers to raise awareness for the Texas Writes event. Please list here your top choice/s for print advertising (newspapers in your area or in nearby communities):

REFRESHMENTS: The Writers' League will provide refreshments (food and drinks) for the event (NOTE: Please indicate here if the library is able to provide brewed coffee for the event). When possible, we try to order food from locally owned businesses. If there is a locally owned business in your area that you'd like to recommend, please mention it here:

BOOKS: Our presenters occasionally bring books to sell at the Texas Writes event – please indicate below if that is not allowed.

A/V: Does the library have audio/visual equipment available for presenters? Presenters often need A/V equipment for PowerPoints or other visual presentation aids.

NEXT STEPS: Thanks so much for your interest in hosting a Texas Writes event at your library. We'll be in touch shortly. In the meantime, please do sign and date this form acknowledging that, if a Texas Writes event is scheduled at your library, you understand that the following tasks will be the responsibility of the library and its staff:

- 1) The host library is responsible for monitoring and tracking all advance registrations for the event, whether by phone or via sign-up sheet at the library. It's very important that an accurate count is kept and that attendees register in advance (although walk-ins will be allowed on the day of the event, if space is available).
- 2) If an alternate venue is necessary, the host library is responsible for securing that venue.
- 3) At the conclusion of the event, the host library will be required to fill out an evaluation form and return it (in a timely manner) to the Writers' League of Texas.

Signature

Date