



Humanities to Go Program Host Checklist

Hosting a *Humanities to Go* program is easy, but it requires careful planning. Complete applications must arrive in our office ten (10) weeks before the date of your program to ensure everything runs smoothly.

Program Costs and Things to Consider

Application Fees. The application fee is: \$35 for the first program in a calendar year, \$50 for the second and \$75 for the third.

NHHC Awards. For each program, NHHC sends the program host \$200 for the presenter's fee plus roundtrip mileage at \$0.50/mile for up to 100 miles. The host is responsible for paying the presenter \$200 plus the **total** mileage, by check, on the day of the program.

Special Situations:

- **Chautauqua or living history** presenters receive the customary \$200 dollar fee and may charge an additional fee up to \$125 per program. The Program Host is responsible for the additional amount. This amount must be included in the check the host pays the presenter.
- **Multiple Presenter** programs have limited availability; call the NHHC office to check.
- **Coos County Program Hosts** may apply for extra mileage, meal and overnight stay funds for presenters. Check NHHC *Humanities to Go* webpage for "Tillotson Fund" application guidelines.

The Application Process

- Download this checklist and a **current** HTG application from the Forms Library on the *Humanities to Go* page of the NHHC website, www.nhhc.org. Use the website catalog, or the 2008 *HTG* paper catalog and 2010 Supplement, to select a program and find the presenter's contact information.
- Contact the presenter to check his or her availability for your desired date, time, and location. Tell the presenter about your organization and audience for the program. Share your expectations for the event. Inquire about room set-up and technology the presenter requires and ask about the round-trip mileage.
- Fill the application form out completely. If the program will be presented in conjunction with another event (festival, potluck, or meeting) be sure to tell us and to include details on the back of the form. Sign the form and make a copy for yourself. It is a binding contract.
- Mail your completed application and a check for the appropriate application fee, payable to the New Hampshire Humanities Council, to NHHC, 117 Pleasant Street, Concord, NH 03301. The form must arrive at our office at least ten weeks before the event.
- When you receive email confirmation of your program, **be sure to communicate that information to your presenter. Confirm date, time, place, directions and parking, and technology needs!**
- Check the details of your program on the NHHC Calendar on our website, www.nhhc.org, and inform us immediately of any changes.

Promoting and Preparing for your HTG program

- About six (6) weeks before your program, you will receive a packet of instructions containing:
 - an orange note stating that the speaker will bring an NHHC banner to display at the program;
 - a white copy of this checklist;
 - a goldenrod Program Host Evaluation form for your final report;
 - a white one-page Audience Evaluation master form for you to photocopy;
 - a green Grantees' Publicity Tip Sheet;
 - a white sample press release.
- Note** that in exchange for our sponsorship and promotional assistance, we ask that you mention NHHC in promotional materials, printed and on the web; include a copy of our logo in your press releases (logo is available for downloading from our website); display the NHHC banner; and credit NHHC at the program you host.
- Contact NHHC immediately if there is ANY change in your program.** If you must change a date or time or reschedule the program, please inform us by phone (224-4071) and email (acoughlin@nhhc.org). We can help get the word out and post cancellation and rescheduling information on our website and Facebook page. Also, call and email the presenter, appropriate community contacts, and media outlets as far in advance as possible with changes.
- Prepare a brief introduction** of the presenter using the description of the program and the presenter in the online and paper catalogs.
- Photocopy** a sufficient number of audience *evaluation* forms for the entire expected audience.
- Expect an NHHC check** made out to your organization to arrive about two weeks before the planned event. Deposit that check. Have your organization's check, payable to the presenter, ready for the event.

At Your Program

- Meet and greet your speaker.** Offer a drink of water; show him or her where the restroom is; make sure the space and technology are set up properly; make sure the evaluation forms and pencils/pens are handy. Ask the speaker for the NHHC banner to display. Give it back to the speaker after the program.
- Introduce yourself and the presenter to the audience.** Tell the audience the program is sponsored by the New Hampshire Humanities Council and that we need their feedback in order improve our programs and obtain funding. Save 5 to 10 minutes at the end of the program to fill out short evaluation forms.
- During the program, **count** how many people are in attendance so you can include it in your evaluation.
- After the program, remind the audience to fill out the evaluation forms. Pass out the forms and pens/pencils if you haven't already, give the audience time to write, and collect the completed forms.
- Thank your speaker and give your organization's check to him or her.

Your Final Report

- Within two weeks of your program, submit your Program Host Evaluation and the audience evaluations to NHHC. Make copies of the evaluations for your records if you wish. Feel free to offer additional information, comments, and constructive criticism. **Thank you for hosting *Humanities to Go!***