



Poet Laureate Appearance Request

*Please complete this form and submit it to Oregon Humanities by April 30, 2011,
for appearances between June 1 and December 30, 2011.*

Organization:

Contact Person:

Mailing Address:

Telephone:

City/Zip:

Email Address:

Requested day, date, and time, plus up to three alternates:

Is your requested date flexible (we will accommodate as many specific requests as possible, but your request is more likely to be approved if so)?

Will your event be open to the public?

If your appearance request is approved, you will be responsible for the following:

- Introducing the Oregon Poet Laureate as **“appointed by Governor Kulongoski, and that the Poet Laureate program is a collaborative project of the state’s five cultural partners: Oregon Arts Commission, Oregon Humanities, Oregon Heritage Commission, Oregon Historical Society, and State Historic Preservation Office, with funding from the Oregon Cultural Trust.”**
- Distributing Oregon Cultural Trust materials (provided by Oregon Humanities).
- Distributing and collecting audience feedback forms (provided by Oregon Humanities) and returning them within thirty days of the event.

Do you agree to fulfill the responsibilities above?

How do you plan to promote the Poet Laureate’s appearance? For instance, will you work with partner agencies (Friends of the Library, local businesses)? Will you publicize the appearance in a local newsletter or newspaper?

Please describe how your library and community would benefit from an appearance by the Poet Laureate. Include program ideas, themes, or special needs you may have.

*Please mail, email, or fax this form to: Oregon Humanities ATTN: Oregon Poet Laureate 813 SW Alder St., Suite 702;
Portland, OR 97205—info@oregonpoetlaureate.org—FAX 503-241-0024. Direct any questions to the
Oregon Poet Laureate coordinator, Kristy Athens, at 503-241-0543, ext. 110.*

Poet Laureate schedule requests are considered on a first come, first served basis. All requests will be considered but are not guaranteed. The Poet Laureate will contact host organizations to finalize scheduling and travel details.