

- Library of Michigan
- 2017 Michigan Notable Books Program
- APPLICATION TO PARTICIPATE IN AUTHORS' TOUR
- Due at the Library of Michigan on **January 31st, 2017**

- Libraries may be assigned any of the participating authors based on availability.
- If selected to host an author during the 2017 tour, I will be responsible for:
 - Contacting my assigned author to schedule his/her visit to my library in April, May or June and confirming the date of the visit with the Library of Michigan **by March 3rd, 2017**. All schedules should be received by the Library of Michigan by Friday **March 3rd**.
 - Promoting my author's visit by: 1) contacting local media; 2) displaying MNB posters and bookmarks; 3) website and newsletters announcements; 4) other signage as available; 5) special displays; 6) other special activities I can manage, such as 'one book, one community' reading prior to the author's visit.

Each library will receive a mini-grant of \$100 to help cover costs of promoting the event and to mail mandatory evaluation forms. The Library of Michigan Foundation will mail the honorarium to the participating authors. Expenditure of all mini-grant funds must be accounted for in your report to the Library of Michigan.

- Paying for accommodations for one night and providing transportation from/to nearest airport if requested by an author who is traveling a long distance. If necessary, I will coordinate dates with other libraries for an author traveling from out of state or a long distance within the state to ensure that he/she can complete the library visits in one trip.
- Working with a local bookstore (or other resource) to ensure that the assigned author's books are available for sale at the MNB event.
- Providing refreshments for the author
- Providing audio-visual and computer equipment if requested by the author.
- Inviting MNB sponsors who have a presence in my community to attend. Introducing the author to the audience and verbally thanking the MNB sponsors for their support (content will be provided by the Library of Michigan Foundation)
- Seeking partnerships in my community to ensure a good audience. I will contact affinity groups, book clubs, schools, churches, retirement homes, etc.

- Completing a program evaluation and asking the audience to fill out a program survey. I will return the evaluation and audience surveys promptly to the Library of Michigan within two weeks of my author's visit.
- Please sign this page indicating your full understanding and agreement with the program requirements and fax to: Library of Michigan, Attn: Edwina Murphy, at 517-373-5700. Or mail to: Library of Michigan, Attn: Edwina Murphy, P.O. Box 30007, Lansing, MI 48909. If you have questions email murphye3@michigan.gov or call (517) 373-4376. Thanks!

Library: _____.

Date: _____.

Authorized Signature: _____

Print Name & Title: _____

Email: _____, alt Email: _____

Phone: _____, alt Phone: _____

Why are you interested in hosting a MNB author?

Have you hosted a MNB author in the past? ____ Yes _____

If yes, when?

Top 5 author requests:

- 1.
- 2.
- 3.
- 4.
- 5.