



# 2023 MICHIGAN NOTABLE BOOKS TOUR - HOST LIBRARY CHECKLIST

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## BEFORE AUTHOR VISIT

- Read through **Instructions for Participating Libraries** document.
- Attend or view virtual **Host Libraries Instructional Session**.
- Schedule author visit and submit information to MNB Coordinator by March 10. Tour announced March 15.
- Promote author visit using provided promotional graphics and other standard media outlets.
- Work with a local bookstore or author to have author's books available for purchase.
- Coordinate with author to provide necessary venue, equipment, and other program accessories.

## DURING AUTHOR VISIT

- Have refreshments, equipment, and program accessories ready for author event.
- Have author books available for purchase.
- Use sample introduction language when introducing author at beginning of program.
- Have audience fill out survey and submit to Michigan Notable Books Coordinator.
- Take photos to highlight on social media and share with Michigan Notable Books Coordinator. Be sure to also tag Library of Michigan in posts as well as use provided social media hashtags.

## AFTER AUTHOR VISIT

- Fill out host library evaluation form and submit to Michigan Notable Books Coordinator with the audience surveys.
- Be on the lookout for promotional mini-grant checks from the **Library of Michigan Foundation**.
- Attend optional virtual follow-up/debrief meeting after the Michigan Notable Books tour is complete.

## OTHER INFORMATION

- All Instructions and Promotional material will be emailed ahead of time and will also be available on [Michigan.gov/NotableBooks](https://www.Michigan.gov/NotableBooks).
- For any issues that come up throughout this process, contact the Michigan Notable Books Coordinator at 517-335-1457 or [Michigan-Notable-Books@Michigan.gov](mailto:Michigan-Notable-Books@Michigan.gov).