

## HOW DO I BOOK A PROGRAM?

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Any not-for-profit group can order up to six of our programs per calendar year.

**FIRST:** Call the scholar and negotiate a date, place, and time (phone numbers and e-mail addresses listed in this Guide).

**SECOND:** Make a photocopy of the “Program Application Form” (next page) and send it to NMEH with a check for \$100.00 (our address is on the Application). Do this at least 30 days before your program date or as far in advance as you can. Money is tight and scholars get busy.

**THIRD:** Advertise and promote your program to the general public as well as your membership. You need to have at least 20 people attend. The speaker or performer will supply you with photo and promotion kit.

**HOW TO RUN THE PROGRAM:** We prefer to be associated with free programs, but you can charge a nominal entrance fee to help meet your expenses, but not to make any profit. (You cannot use our programs as fundraisers.) If the scholar is traveling to your site, we appreciate any help you can give on room and meals. All programs must have questions and discussion during or after the presentation.

**LAST:** After the program, fill out the Evaluation Form we mailed to you (we can't pay the speaker until you return the evaluation form to us.) Help us spread the word about our excellent, unique people and programs by reporting key images, impressions, and interactions that you and your audience enjoyed. We need your reports to show legislators and other funders.

**SPECIAL NEEDS FOR CHAUTAUQUA PROGRAMS:** Your master of ceremonies introduces the Chautauquan (“Ladies and gentlemen, please welcome First Lady Martha Washington!”) The performer talks as the character for about 45 minutes to an hour, using your podium or table, and slide projector or sound system, if needed. At the end of the character's talk, we need you to help the audience address their questions to the Chautauquan in character – “And now President Roosevelt will take your questions.” This helps extend the spell of the character's presence among us, willing to answer questions not only about his or her time period, but about our times, too. That's part of the fun! Then, when there are no more questions for the character, your MC invites the audience to ask the performer questions. Now the Chautauqua “time machine” experience is complete.

**ONLINE:** You may also browse our complete and up-to-date catalogue, begin the booking process, get your questions answered, and more, at our website: [www.nmeh.org](http://www.nmeh.org).

PLEASE COPY THIS FORM SO THAT IT MAY BE REUSED

# HUMANITIES RESOURCE CENTER PROGRAM APPLICATION

THIS FORM MUST BE SUBMITTED NO LATER THAN 30 WORKING DAYS BEFORE THE PROGRAM

Please type or print clearly. Enclose check for \$100.00 payable to: NMEH, 209 Oñate Hall, Albuquerque, NM 87131-1213.

Your Organization \_\_\_\_\_

Program Director \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Scholar \_\_\_\_\_ Title of Presentation \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location of Program \_\_\_\_\_

### COST SHARE (DOLLAR EQUIVALENTS OF YOUR EFFORTS)

- A. Volunteer time spent on this program  
No. of volunteers x no. of hours x \$10 = \_\_\_\_\_
- B. Expense funds: publicity, postage, rental, etc. = \_\_\_\_\_
- C. Services and materials contributed = \_\_\_\_\_
- D. Estimated cost of facilities  
(if you had to rent on open market) = \_\_\_\_\_
- E. Any other program expenses = \_\_\_\_\_
- F. TOTAL (A+B+C+D+E) = \_\_\_\_\_

AS PROGRAM DIRECTOR, I agree to ensure that acknowledgment of NMEH funding will appear on all promotional materials and will be made at the program. I also agree to complete and return the evaluation form within ten days after the program. Failure to submit the evaluation will result in late honorarium payment to the scholar.

BY SIGNING AND SUBMITTING THIS APPLICATION, the authorizing official of the applicant organization is providing the applicable certifications regarding debarment and suspension, federal debt status and compliance with the nondiscrimination statutes, as set forth in the instructions for Certification.

Signature \_\_\_\_\_

(OFFICE USE ONLY)

Application Approved     Application NOT Approved

CCP# \_\_\_\_\_