



Poet Laureate Appearance Request

*Please complete this form and submit it to Oregon Humanities (information below).
Please note that this form does not email with your information unless you print a copy and then scan it.*

Organization: _____ Contact Person: _____
Mailing Address: _____ City/Zip: _____ Telephone: _____
Email Address: _____ Website: _____

Requested day, date, and time (plus up to two 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 renewed by Governor Kitzhaber, 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?

Describe any program ideas, themes, or special needs:

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.