

## Publisher / Library Event Planning Form

### Event Details

Date	
Time	
Venue	
Library	
Publisher	
Author	

### Points of Contact

	Library	Publisher
Co-ordinator Name		
Tel		
Email		
Will they be there on the day?		
Contact in case of absence		

### Budget / special requirements

	Yes or No	Who is paying for / booking it?	£ budget/actual
Fee			
Travel/expenses			
Accommodation Required			
Special requirements:			

### Technical requirements:

Sound (p.a., mic)	
Lighting	

### Timeline

Date action by	Library	Publisher
Sending pitch to publisher by		
Response from publisher by (2 months)		
Meeting to discuss event		
Venue confirmed by		
Event format agreed by		

Long lead deadlines - e.g. copy deadline


**Responsibilities**

	Library	Publisher
Local press		
In house promotion		
Websites		
Brochure		
Mailing lists		
Local listings		
Introduction of author		
Press release		
Blurb, jacket and author image		
Showcards		
National listings		
Posters		
Flyers		
Book sales		

**Book Sales; Other Merchandise**

Bookshop involved	
Date books ordered	
Date of delivery	
Other merchandise (details)	
Ordered	
Delivery	

**Tickets**

Capacity of venue: \_\_\_\_\_ Anticipated audience number \_\_\_\_\_

	Full Price	Concessionary Price
No. tickets available for:		
Price of tickets (if applicable)		

## Evaluation

<b>Information to be collected and by whom:</b>	<b>Library</b>	<b>Publisher</b>
Venue on Reading Partners database		
Tickets sold (quantity and value)		
Books/merchandise sold (quantity and value)		
Rating of venue facilities		
Comments from attendees		
<b>What to be done with information:</b>		
Event feedback form to be completed ( <a href="#">hyperlink</a> )		

## Special Notes