Soapstone: Celebrating Women Writers
www.soapstone.org
503.327.1042

Agreement between X and Soapstone for a grant to support the following event:

_____
as submitted and approved by the Soapstone Board.

Soapstone is pleased to agree to reimburse X for the following expenses up to the amounts listed, upon presentation of receipts, within three weeks after the event.

Venue $_____
Printed materials $_____
Other $_____
Organizer's fee $_____

X agrees to the following:

The event will be free and open to the public, and is not part of any organization's program.

The event will be publicized in at least 3 places, including in the Soapstone bi-weekly email announcements. The event organizer agrees to send the announcement for the Soapstone email list no later than six weeks prior to the event.

The event will not be a fundraiser except by prior approval, although donations may be accepted to defray any costs not covered by this grant.

Soapstone will be acknowledged as the sponsor or co-sponsor in all publicity materials and at the event, including in any printed materials.

Within three weeks after the event, X will send to Soapstone a short description of the event (email is fine), telling us how many people attended, and providing any other pertinent details. This information may be used on our website.

_____
X   date

Some recommendations for a successful event:

• Two hours is a good amount of time for a public event, with the program part lasting no longer than 1 hour. An hour is about the maximum amount of time that an audience can comfortably enjoy sitting and listening. It's better to end with the audience wanting more than to risk having the audience wish it would end.
• People appreciate it when an event starts and ends on time.

• Realistic time limits should be made clear to readers and strictly held to. Don't forget to include in your time calculations at least one minute for each reader to come to the front and be introduced (or whatever will happen as the readers change). Ensure that each reader has timed her reading in advance and has a clear understanding that the time limits apply to everyone. Readers need to be made aware that even a few minutes

over the limit per reader add up and that it is unfair to those at the end of the program who will be reading to people whose attention has been exhausted, looking at their watches. Some additional methods of making sure readers stick to their time limits are: letting readers know that someone in the front row will be putting up their hand at the time limit and if the reader doesn't stop, they will be standing up; turning off the mic if you are using one. If readers know that they will be held to their allotted time they are very unlikely to go over.

• It's important to make sure ahead of time that readers can be heard by everyone in the room. There should be an adequate sound system in larger venues and readers need to be reminded to speak up and speak clearly.

• Some organizers hold practice sessions to raise the level of the performance aspects of the reading. This could include how to use the mic or how to be heard without one; maintaining eye contact with the audience, dealing with anxieties, etc.

• Give some thought to making sure those who need chairs will have them, if not everyone will be seated.