

**MAY HILL ARBUTHNOT HONOR LECTURE
CHECKLIST FOR HOST INSTITUTION**

You are about to begin a season of planning that will culminate in the Arbuthnot Honor Lecture, an experience that we hope will be both challenging and stimulating.

The checklist that follows is based on the needs of ALSC and the experience of the previous Arbuthnot Lecture hosts. Its purpose is to clarify your responsibilities as host, to outline necessary procedures, and to provide a general timetable and a few essential dates.

ALSC's Arbuthnot Honor Lecture Committee and its Chair are available to help you whenever you wish assistance. We depend upon you for regular communication, and we count on you to keep us (and through us, the rest of the organization) informed of your progress and your needs. Please don't hesitate to call on us whenever you have questions or need help.

We wish you luck, and we will all look forward to your success in the spring.

I. Speaker Arrangements

1. Contact your steering committee and those responsible for confirming lecture hall use to set several mutually acceptable lecture dates in April or early May. Report potential dates to ALSC Arbuthnot Committee chairperson, who will contact the lecturer, the ALSC office, and interested publishers. Firm date should be set by September 15th, if at all possible.
2. After the ALSC Arbuthnot Committee Chair confirms the actual date with all concerned, write a letter of welcome to speaker. Request information on travel plans.
3. Reserve speaker's hotel room for nights preceding and following the lecture (see "general suggestions" below). Reserve a block of rooms in same hotel for ALSC, ScottForesman and publisher representatives. (Consult with ALSC executive director concerning how long the additional rooms should be reserved for these involved individuals for whom you are not financially responsible.)
4. Arrange social activities for the speaker: meeting local librarians, representatives of co-sponsoring or cooperating groups, members of interested faculties, etc. Include sightseeing and interviews with local press, radio, or television to promote the lecture. Consider the speaker's special interests. The speaker may not

be invited or scheduled to do any other speech, program, or presentation in your region during the duration of her/his stay.

5. When general schedule of events takes shape, write to speaker describing tentative arrangements and send brochures describing locality of the host institution. Make certain to keep the speaker informed of all plans. Consult the speaker concerning her/his preferences. Be sure to include information on who will be meeting speaker's plane, how to reach local chairperson (at home and at work) in case of emergency or complications, how to make a phone call from the airport (if speaker is foreign).
6. Meet the speaker at the airport.
7. Later, at lecturer's convenience but before first scheduled function, plan a briefing session to go over the entire schedule, which should be typed out. Include the names and positions of people whom the speaker will meet at small gatherings.
8. General Suggestions
 - a. Allow for jet lag. If the speaker is coming from a great distance, allow an extra day before the lecture.
 - b. Schedule lightly; give the speaker time to recover from travelling before social activities begin. Allow plenty of private time during the period before the lecture. Save additional appointments until after the lecture has taken place. Plan for the speaker to have a quiet, private meal--perhaps with other program participants or guests--before the lecture.
 - c. Plan a practice session in the room where the lecture will be held to give the speaker a chance to try out the microphone, get a sense of the room, and check equipment for visuals, if any.

II. Local Arrangements and Program

Perhaps most important of all to your success is the organization of your steering committee or local planning group. This lectureship is held each year in a different location in order to involve the broadest possible spectrum of those working with children and literature. In the past,

the most successful lectures have been those for which members of a number of groups in an area have cooperated to make the lecture a truly regional event. Encouragement of such cooperation among a variety of organizations, professions, and communities is one of your responsibilities as project coordinator. You can do so by appointing committees to work on various aspects of the project and by planning for regular communication among those involved. Make sure that those who endorsed your application, whether as co-hosts or by letter of support, are officially included in your plans and recognized in your publicity, and that no one who wishes to help is excluded. Such an experience will build relationships that will be alive and well long after the lecture is over.

1. Reserve auditorium as soon as date is known.
2. Send the name and address of the person to whom requests for tickets should be sent to the Chair of Arbuthnot Committee by September 15th. Include date, place, and time of lecture. The ALSC Chair will prepare a press release that will be released through the ALSC and ALA Public Information Office to library media. Twenty-five copies for local distribution will be sent to you by ALSC Executive Director.
3. Decide whether to hold reception, dinner, or some other form of hospitality honoring the speaker after the lecture. Once time and type of entertainment are decided, reserve the rooms, and arrange for catering and flowers.
4. Get the following from the Arbuthnot Committee Chair: (1) the exact title of the lecture as it should appear on the program, (2) a photograph of the lecturer, and (3) a biography of the lecturer.
5. If audio/visual equipment is required by the lecturer, make necessary arrangements to secure it. Pre-test the equipment and have operators available as needed.
6. Circulate notices announcing the lecture, at least by February 15, and include a form for obtaining tickets. The following information should be included: speaker's name, date, time, and place, request for a self-addressed, stamped envelope; date when tickets will be mailed; and cut-off date for requesting tickets (about two weeks before the lecture in order to get a count). Enclose a map of the area, showing parking and location of air and rail terminals, and brochures describing

local hotel accommodations and sightseeing (especially for those from outside the area).

7. Have tickets printed (about twice as many as anticipated audience), at least by March 15. Tickets should be mailed about a month before the lecture.
8. Target local publicity: local, state, and regional libraries; colleges and universities; parent and teacher associations; professional groups such as the American Association of University Women, International Reading Association; etc. Take advantage of scheduled meetings and mailings to announce the lecture.
9. Evaluate which local media contacts are most significant for the lecturer, e.g., TV, radio, book reviewers, general newspapers, and community or ethnic newspapers and organizations. Make in personal contact with appropriate individuals at each place several months before lecture. Provide them with full biographical information on lecturer as well as other lecture details. Remember to follow up three to four weeks before actual lecture.
10. Decide program format (welcome, introductions, etc.). The ALSC Arbuthnot Committee Chair will introduce the Arbuthnot lecturer. The ALSC president will bring greetings from ALSC and ALA; the ALSC president will also introduce the ALSC executive director, Arbuthnot Committee members, representative(s) from ScottForesman and Co., and the lecturer's publisher(s). You will introduce local co-hosts and representatives of the sponsoring organization(s).
11. Drafts of all program, poster, and other printed material should be confirmed with the ALSC executive director before such material is printed. Get programs printed at least two weeks before the lecture. The program should clearly identify the sponsoring organization(s) and the local co-host. Print at least 10% more programs than expected number of attendees; include in count 20 copies for ALSC files. Provide copies of the printed program to all platform participants as soon as they arrive.
12. Arrange for ushers at the program and hosts for the reception or dinner.

13. Arrange for special parking for special guests. Arrange for traffic control for all lecture attendees, if necessary.
14. Arrange to have special out-of-town guests and platform participants met and taken to the airport or other terminal, if necessary. Be in close touch with ALSC executive director and ALSC Arbuthnot Committee Chair concerning directly-involved individuals who will benefit from receiving a map, a tentative schedule, etc., in advance.
15. Arrange to have single copies of relevant published books by lecturer on display in the lecture hall or on the platform.

III. Essential Formalities

1. Copies of all correspondence concerning the lecture should be forwarded to the Chair of the Arbuthnot Lecture Committee and the executive director of ALSC. This is crucial to the committee's function and the success of the lecture.
2. If the lecturer has one or more U.S. publishers, check with each to find out if they wish to attend. (As indicated on the application you filed in the spring, it is the responsibility of the host institution to provide any published works that are to be displayed.) If you wish to have lecturer autograph books for sale, arrange well in advance with your local bookstore(s). If this is not a possibility, write directly to the lecturer's editor at publishing house and arrange for books to be sent on consignment. Please do not request that the publisher(s) donate books.
3. Contact the ALSC executive director to determine whether ALSC free materials or items for sale will be included in the arrangements for books sales, etc. The ALSC Arbuthnot Lecture brochure may be distributed at the lecture.
4. The host site and regional committee may not plan any formal appearance for the speaker other than the lecture and appointments to promote the lecture.
5. No lecture posters, lecture-connected publications, or lecture video or audio tapes or other lecture mementos may be sold by the host

site for fund raising purposes before, during, or following the lecture. The ALSC executive director will decide whether the collected Arbuthnot speeches or other ALSC publications will be sold at the ALSC Arbuthnot Honor Lecture.

6. Please observe all deadlines.
7. Following the lecture (not later than three weeks after lecture), send a brief written report accompanied by a set of printed materials (ticket application, tickets, programs, all publicity) to both the Arbuthnot Committee Chair and the ALSC office. Include a financial statement (see form attached). Your report will be helpful to next year's host as well as to the committee.

CALENDAR

July

- Contact speaker and arrange lecture date
- Reserve auditorium
- Relay proposed dates to ALSC Arbuthnot Committee Chair

September 15th

- Deadline for notifying Arbuthnot Committee Chair of proposed lecture date(s), site and procedure for securing tickets

Fall

- After date is set and confirmed with lecturer, ALSC executive director and publishers by the Arbuthnot Committee Chair, write to welcome the speaker
- Appoint local arrangements committee(s)
- Reserve speaker's hotel room; reserve block of rooms for official ALSC participants, publishers, special guests
- Plan for dinner or reception
- Arrange for catering and flowers
- Decide program format, invite participants
- Send information on tentative arrangements to speaker
- Arrange for ticket request forms

February

- Get tickets printed
- Title, photo, and biography of lecturer will be sent to you
- Circulate local publicity
- Make local media contacts
- Appoint ushers, hosts
- Plan for book sales, ALSC materials (sales, etc.)

March

- Make parking arrangements
- Arrange for audio-visual equipment
- Plan social activities for speaker

- Follow up on contacts with press and media coverage of lecturer's visit
- Plan for airport pickup and delivery of speaker and out-of-town guests
- Have programs printed (2 weeks or more ahead)
- Prepare typed schedule for lecturer

April/May

- Lecture
- Reception or dinner

Three Weeks Later

- Report to Arbuthnot Committee and ALSC Office

MAY HILL ARBUTHNOT LECTURE

Financial Report

Host Institution: _____

INCOME:

<u>Source</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

EXPENDITURES:

Travel (mileage and airline tickets)	\$ _____
Lodging	_____
Entrmnt. (luncheons, dinners, recep., etc.)	_____
Room Rentals (reception, lecture)	_____
Promotion (printing broch., prog., & tckts)	_____
Postage	_____
Telephone Calls	_____
Photographic and taping services	_____
Misc. (flowers, tips, park. fees, etc.)	_____
TOTAL	\$ _____

(Program Coordinator's Sign.)

Date: _____

