

ONE STATE / ONE STORY

WORLD OF WONDERS

Community Reads
Program Guide

V.1

indiana
humanities

Congratulations on being awarded a *One State / One Story* Community Read! In this program guide, you'll find a variety of resources to help you plan and implement a meaningful and memorable series of programs around *World of Wonders* by Aimee Nezhukumatathil.

Your Community Read is one of dozens taking place across Indiana as part of *One State / One Story*. *One State / One Story* invites Hoosiers to engage deeply with a book as part of a statewide conversation tied to Indiana Humanities' current theme. *One State / One Story: World of Wonders* is one of the signature programs for Unearthed, our multi-year thematic initiative looking at how we shape our environments and how our environments shape us.

In the pages ahead, you'll find all kinds of ideas and suggestions to guide you as you plan your Community Read. There are discussion questions, program ideas, a list of related books and films, and short essays by scholars to help you think about important themes in the book. There are also sample budgets, a planning checklist and detailed instructions for how to report to Indiana Humanities as you plan and as you conclude your series.

There's a lot of flexibility in how you design your Community Read. Whatever you do, we hope you use this as an opportunity to have rich and meaningful conversations about Nezhukumatathil's remarkable collection of essays and how we Hoosiers relate to our environments. Hosting a Community Read is also an opportunity to build new audiences, forge relationships with new partners and connect your community to others around Indiana partaking in the same exciting, thought-provoking program.

Thank you for helping Indiana Humanities to lead this important statewide conversation about the wonders natural world. We look forward to seeing how you take *One State / One Story* and create something indelible and enriching for your community!

Sincerely,



--Keira Amstutz, President & C.E.O. Indiana Humanities

Questions? Ready to Bounce Around Ideas? Contact Megan Telligman, Director of Programs at 317.616.9409 / mtelligman@indianahumanities.org.

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Why We Chose *World of Wonders*

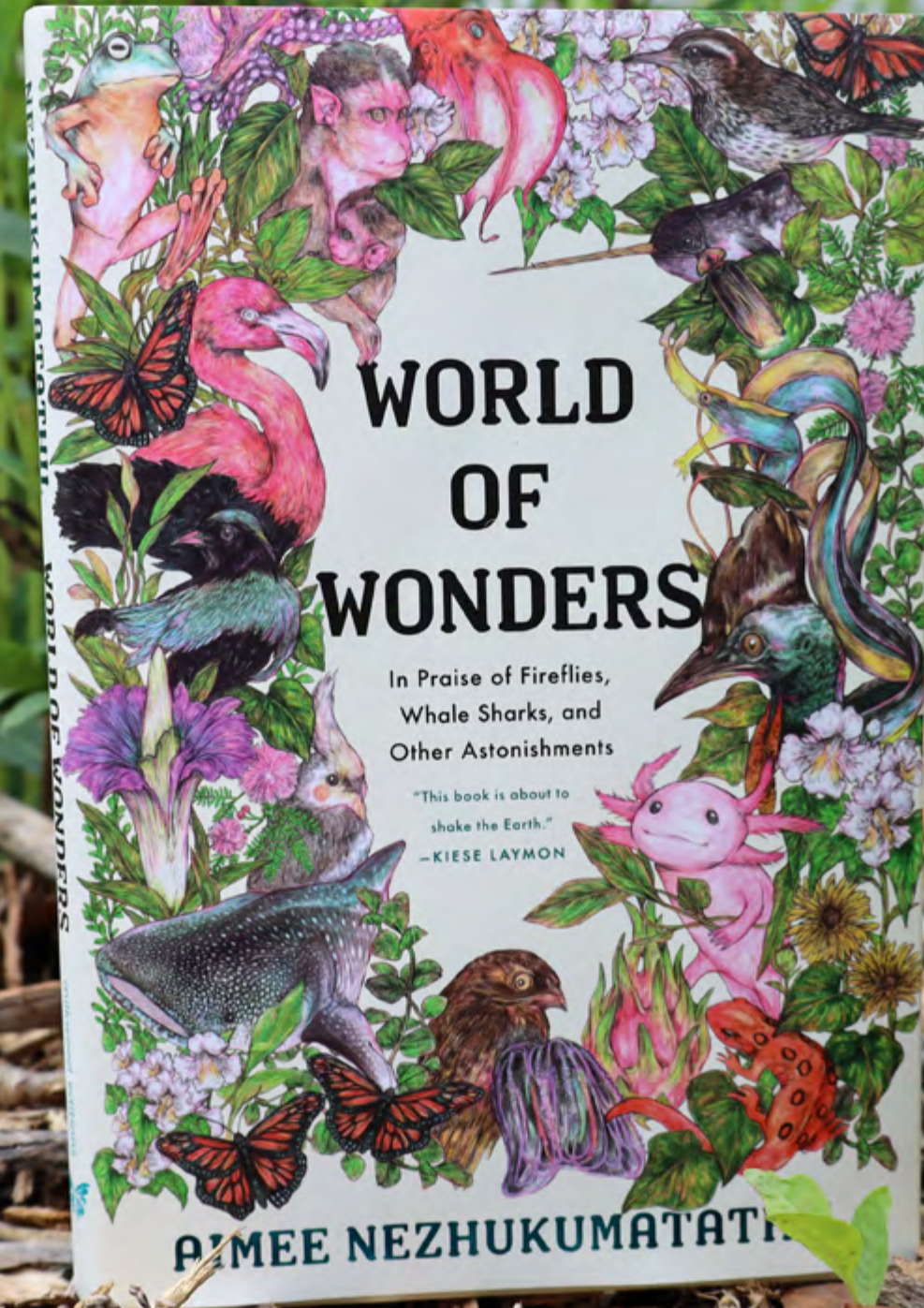
Indiana Humanities is thrilled to announce the selection of Aimee Nezhukumatathil's *World of Wonders: In Praise of Fireflies, Whale Sharks, and Other Astonishments* as our 2022 *One State / One Story* statewide read selection. Throughout the year, we'll have opportunities for Hoosiers to come together to read, discuss and discover Nezhukumatathil's amazing collection of 28 short essays celebrating the natural world and all its wonders.

Nezhukumatathil is an accomplished poet, with four previous collections to her name, and poetry infuses *World of Wonders*. Her love of language and skill with the written word allow her to represent the wonders of nature which defy easy depiction. Her descriptions move from the depths of the ocean, where the vampire squid looks for a "meal of marine snow" and the ribbon eel "unspools itself, as if a piece of ribbon candy has unfolded and softened in the sea," to the "tender and electric dress" of the firefly or the sound of cactus wrens ("a small motor revving up the morning quiet"). These clever descriptions are further supplemented by beautiful illustrations by Fumi Mini Nakamura throughout the book.

To consider: the ambiguous smile of the axolotl, the repulsive scent of the corpse flower, the stunning blue of a peacock, the flickering of fireflies, the dangerous claw of a cassowary. Nezhukumatathil's collection is full of the wonderful in the more-than-human world, finding beauty and appreciation in unexpected creatures. Nezhukumatathil's collection asks us what wonder, appreciation or connection with the natural world can do to change our attitudes and actions toward it. In reflecting on an octopus, she writes, "I am certain it knows we humans are messing up entirely, that in just a matter of decades the oceans will become unswimmable to any of us animals." Through her wonder at what exists, readers also wonder at what may be lost.

Nezhukumatathil's collection is more than mere documentation of the earth's vast wonders; it is also a record of her own experience as a woman of color living in America. With every entry, Nezhukumatathil connects her experiences—from love and motherhood to xenophobia and racism—with the creatures and plant-life she wonders about. Throughout the collection, Nezhukumatathil deftly moves between beautiful depictions of the more-than-human and her own experiences, encouraging readers to think through the connections they've discovered with the natural world, and what ones might yet be unearthed.

We encourage Hoosiers across the state to pick up *World of Wonders* to connect and reflect upon the natural world and find your own wonders in Indiana's landscapes. Non-profit organizations in Indiana can apply to host a Community Read as part of *One State / One Story*. Through the Community Read program, organizations receive funding and programming support to design and host a series of three events.





About the Author

Aimee Nezhukumatathil (neh-ZOO / KOO-mah / tah-TILL) is the author of the *New York Times* best-selling illustrated collection of nature essays and Kirkus Prize finalist, *World Of Wonders: In Praise Of Fireflies, Whale Sharks, & Other Astonishments* (2020, Milkweed Editions), which was chosen as Barnes and Noble's Book of the Year. She has four previous poetry collections: *Oceanic* (Copper Canyon Press, 2018), *Lucky Fish* (2011), *At The Drive-In Volcano* (2007), and *Miracle Fruit* (2003), the last three from Tupelo Press. Her most recent chapbook is *Lace & Pyrite*, a collaboration of epistolary garden poems with the poet Ross Gay. Her writing appears twice in the *Best American Poetry Series*, *The New York Times Magazine*, *ESPN*, *Ploughshares*, *American Poetry Review*, and *Tin House*.

Honors include a poetry fellowship from the National Endowment for the Arts, the Pushcart Prize, a Mississippi Arts Council grant, and being named a Guggenheim Fellow in poetry. In 2021, she became the first-ever poetry editor for *SIERRA* magazine, the story-telling arm of The Sierra Club. She is professor of English and Creative Writing in the University of Mississippi's MFA program.

Big Questions

- How do we shape the environment and how does the environment shape us?
- How do human perspectives affect our understanding of the more-than-human world?
- What plants and animals have you related to or had special relationships with?
- How do our relationships with nature affect our actions towards the natural world?

How Community Reads Work

The heart of *One State / One Story* is communities coming together to read, think and talk about *World of Wonders*. As part of your Community Read, you will design a series of at least three events. One of these must be an old-fashioned book discussion, because there's nothing better than talking about great books with curious people.

What the rest of your programs look like is up to you. You might book a speaker that helps give context to the book, or host a film screening with similar themes. You could sponsor a writing workshop to encourage people in your community to write their own short essays about a favorite plant or animal. While we're only asking you to create a three-event series, we know that many Community Read hosts will find creative and thought-provoking ways to dig into *World of Wonders* and its themes.

Indiana Humanities wants your programs to be a success, so we're providing the following resources to help you plan and implement your *One State / One Story* series:

- \$750 grant
- Up to 30 copies of the book
- Fun swag to build excitement about your Community Read
- Program guide with discussion questions, short essays, and more
- A recorded facilitation training that can help you or whoever is leading your book discussion create a meaningful conversation
- A speakers bureau with talks about environmental humanities topics
- Program logos and other downloadable promotional collateral

While you're not required to book a talk through the speakers bureau, we know that previous *One State / One Story* hosts who used our speakers catalog felt like their programs were more successful and intellectually richer. The grant we provide is designed to cover the cost of at least one speaker and still leave funds to purchase materials and pay for other costs for your series. You might also consider budgeting \$100-\$150 to pay an expert facilitator, such as a humanities scholar from a nearby college, to lead your book discussion. See page 22 for information about how to book a speaker and Appendix A for a full list of available talks.

There are a few other points to note about how the Community Read works:

- The project director is required to attend a training webinar before beginning their programs. The webinar includes detailed information about payments, budgeting, communicating with Indiana Humanities and more. Information about how to attend the webinar will be shared when we notify grant recipients.
- We'll pay out your \$750 grant in two installments. We'll pay 90% (\$675) after you've returned your signed agreement and submitted an event calendar. We'll pay the final 10% (\$75) when you've submitted all your final reporting. See page 12 for a list of approved and non-approved uses of Indiana Humanities funds.
- You're required to submit an event calendar to us, showing at least three events including a book discussion, at least a month before your first program begins. If you add other events or details change, we ask you to keep us in the loop so that our records are accurate and so we can help promote your events.
- At the end of your series, you'll be asked to submit final reporting that includes attendance information for all your events, a budget showing how funds were used, and some reflections about what your community and you learned by taking part in *One State / One Story*.
- Please use approved logos and credit Indiana Humanities in all of your external communications and printed fliers and posters about the program. See page 23 for more information on how to credit Indiana Humanities.
- While we don't require your organization to match our funds, we do ask that you record any in-kind or outright matches your organization and partners contribute to your program. We report this back to our funders and use this information to build the case for why humanities funding matters.

Planning a series

You're required to hold **at least three** events for your Community Read series, one of which should be a book discussion. What the other programs are, and what the overall mix is, is up to you! You may be creatively inspired and decide to do more than three events, though we'll caution that previous Community Read hosts felt regret when they planned more than six events.

When starting to plan, think through these questions:

- Is my series for adults, or do I want to create complementary teen and/or youth activities?
- Is there anyone in my community who I hope will attend my series? What would get them to come out?
- If I'm trying to draw in teens, what themes in the book would be most relevant to them?
- What activities make sense given the themes of the book? (See page 3 for a reminder on key questions and themes for *World of Wonders*.)
- Do I want to explore different aspects of the book in each program, or explore one theme over the course of several events?
- How can I ensure that even "fun" activities like crafts or art-making projects tie back intellectually to the book? Can adding a short reading, a written reflection, or a few discussion questions deepen the content of my events?
- Are there any local organizations who deal with any of the themes I'm hoping to explore, and could we use the Community Read as an opportunity to partner?
- Does another community organization have the audience I'm hoping to attract, and if so, could we partner together on an event during my Community Read?
- How often do I want to hold programs? Should I stretch them out over a few months, or try to concentrate everything into a shorter span, like 2 weeks or a month?
- Do you need any large print, audio, or e-book versions of *World of Wonders*?

After you've answered these questions sketch out estimates on how much each element will cost and draft a budget that shows how you'll use the \$750 from Indiana Humanities. This is the point where you'll know whether you need to scale back your plans or raise additional money to cover extra costs above \$750. Keep reading for information on how to budget for your series.



Budgeting

Your Community Read grant can be used to cover direct costs associated with putting on your series: speaker or facilitator honoraria and travel, additional books, promotion, space and/or equipment rental, materials and more. No more than 10% of your grant (\$75) can be used to pay for food or snacks. The balance of any unspent funds from Indiana Humanities can be used to support general operating expenses at the host organization, including project director time, utilities, etc. Where possible, we recommend working with local businesses and community foundations to secure donations to cover additional costs.

Here are some other tips on budgeting, based on others who've hosted a Community Read:

- We strongly encourage you to book a speaker from the Unearthed speakers bureau catalog. Not only will this give your series more intellectual depth, but we also learned that Community Read hosts who didn't book a speaker had trouble using their full grant. The amount of the grant was designed to allow you to book at least one talk.
- We recommend reimbursing mileage at the federal rate (56¢/mile for 2021).
- For art supplies and snacks, we strongly recommend seeking donations so that you can make the most of your Community Read grants to offer humanities activities.

Please note the following allowable and non-allowable uses of Indiana Humanities funds:

Allowable

- Speaker honoraria
- Speaker travel
- Book discussion leader honoraria
- Additional copies of book
- Large print or audio copies of book
- Read-a-long titles for younger readers
- Program materials
- Marketing and publicity
- Room reservation fees
- Equipment rentals
- Snacks for programs (not to exceed \$75 total)

Non-Allowable

- Prizes
- Political action or advocacy
- Religious practices or training
- Creation or performance of art
- Social services
- Scholarships or prizes
- Construction or renovation
- Property or major equipment purchases (in other words, funds should not be used exclusively for equipment purchases; we may consider funding equipment, however, if it's a portion of the grant request and will support the overall goal of providing public humanities programming)
- Publication of books
- Operating expenses
- Alcoholic beverages
- Entertainment (unless it's a key educational component of the program—for example, musicians for a program on Indiana's jazz heritage)

Sample budget

In your final reporting, you'll be asked to provide a final budget, including in-kind and outright contributions to the total event budget.

Sample Budget for a 4-event series that includes a book discussion, a speaker talk, a thematically-related storytime activity, and a film screening and discussion.

CATEGORY	COMMUNITY READ GRANT	IN-KIND MATCH*	OUTRIGHT MATCH**
Honoraria	\$400 for speaker from catalogue \$75 for book club discussion leader	\$--	\$--
Travel	\$50 for r/t speaker travel	\$--	\$--
Materials	\$20 for 1 large print copy \$50 for 2 e-book licenses \$50 for film license	\$--	\$25 storytime materials purchased by library
Food and Beverages	\$--	\$50 beer and wine donated by local vendor	\$75 purchased by library
Printing, Design and Marketing	\$85 to print 1,000 fliers \$20 Facebook digital advertising	\$150 advertising donated by local radio station	
Host Org. Operating Expenses	\$--	\$100 room reservation fee x 2 \$450 (25 hours of staff time @ \$18/hour)	\$--
TOTAL	\$750.00	\$750.00	\$100.00

*In-kind match includes the value of services, staff time, or space donated/contributed to make the event possible.

**Outright match includes direct costs (e.g., purchases) contributed by the host org., community partners, local businesses or other funders.

Planning checklist

Use this checklist to keep yourself on track as you plan, implement and report back about your *One State / One Story* series.

First Steps

- Sign and return the agreement letter to Indiana Humanities, including your organization's DUNS number.
- Bookmark the Community Reads Resource page. You'll be referencing it regularly in the year ahead.
- Sign up for the Community Reads Project Director webinar. Your project director is required to attend the webinar before your programs begin. Webinar dates and times are listed on the Community Reads webpage.

Planning Your Series

- Consider all the activities you'd like to do as part of your program and estimate how much each will cost. If you plan to spend more than \$750, trim your plans or decide how you'll raise additional money.
- Identify local organizations or audiences who might be especially interested in your programs, or who can help you plan or promote events. Set up meetings to dream up ideas.
- Find a facilitator to lead your book discussion. This may be you, someone who regularly leads discussions at your organization, or someone you invite because of their particular expertise related to the book. Guide them to the facilitation webinar on our website and strongly recommend that they view the webinar.
- Contact any speakers you wish to book as part of your series to arrange a date and time. Use the template agreement letter (Appendix E) to confirm all details in writing.
- Set dates and locations for each event in your series. Reserve spaces as needed.
- Decide how you will distribute the 30 books from Indiana Humanities and determine if you need to purchase additional copies or large print/audiobook versions. Books will arrive by the end of December 2021.
- Once all events are planned, complete the Event Calendar Form to notify Indiana Humanities of dates, times and details of your series. This will trigger the first payment. The form is on the Community Reads Admin page.

- Submit your event calendar at least three weeks before your first event.
- Download the press release template from the Admin page and customize it with details about your series.
- Send the press release to your local media (newspaper, radio, etc.).
- Where applicable, make sure front-line staff are able to answer questions and distribute books. We recommend creating a “*One State / One Story* FAQ” to keep at the front desk.
- Use materials in your Starter Kit to get the word out! Hang posters, distribute bookmarks and more!
- Add events to your community’s website and Facebook pages. Also post events to community calendars and other places where people get ideas for what to do. You can use your budget to boost posts on social media and other advertising.
- Ask partners to help you spread the word.

During Your Series

- Keep track of attendance after each event. You’ll need to report this back at the end of your series.
- Take great photos and write short recaps for your blog, newsletter or social media. You might consider hiring a professional photographer if you want high-quality photos for future use.
- Collect any media coverage of your events. We’ll ask you to share examples in your final report.
- Send thank-you notes to facilitators, speakers or others who help with each event.
- Consider collecting emails of attendees and sending regular updates about related programs.
- Share your successes on social media and tag Indiana Humanities (@INHumanities on Twitter and Instagram, @IndianaHumanities on Facebook).

After All Programs Are Completed

- Complete the final budget form showing how you spent Indiana Humanities funds and noting any additional funds you raised or matched. The budget form can be downloaded from the Community Reads page.
- Gather your favorite photos and media coverage about the series.
- Submit the Final Report Form, budget form, photos and media coverage examples. When all information has been submitted, it will trigger the final payment.
- Submit your final report within three months of your final event and no later than **March 31, 2023.**



Program ideas

Speaker Program: Host a speaker that provides context for *World of Wonders*. Use the Unearthed Speakers Bureau catalog to find a speaker, or reach out to a local college or university faculty to find an expert in your own community. Your talk could focus on interesting subjects like local environmental history or literature.

Film Series: Put together a film series based on the themes of *World of Wonders* – environmental awareness, connections with the natural world, connections with the generations of humanity coming before and after us. Find your favorite movie snacks and invite a scholar to come and engage the audience in a discussion after the screening. See Appendix B for a list of films that you could pair with a discussion of the novel.

Read-alike Series: We've curated a list of additional books for adults and children that add context to *World of Wonders*. Make your book discussion into a series by encouraging reading of other titles that address environmental connection, personal history, zoology, and more. Children's stories by Indiana authors like *Wake Up, Woods* by Gillian Harris, Michael Homoya, and Shane Gibson or *Thank You, Earth* by April Pulley Sayre can expose young readers to the wonders of the natural world. See Appendix C for a full list of additional readings.

Community Conversation: Throughout her book, Nezhukumatathil addresses the constantly evolving relationship between communities and nature. Pick a moment or lesson addressed in the book that resonates in your community and invite residents to a discussion about the concept. Have prompts, facilitators and food on hand to make people feel welcome and ready to talk and to listen!

Panel Discussion: Organize a panel around the environmental history of your community. For example, you might assemble a panel about the various creatures witnessed on the surrounding land, the utilization of plants in your region's culture and diet, or how your town or neighborhood has altered the environment. You might even invite both old-timers and newcomers to participate in a panel discussion highlighting different perceptions of the natural world where you live.

Art Making Activity: Looking to recreate the work of Nezhukumatathil? Develop an art making program where audiences can write their own chapter of *World of Wonders*. Have each participant draw their favorite plant or animal from your community's natural world. Afterwards, have them write out lessons that can be shared from this organism. Consider notions from the book, such as how the participant is affected by the organism (and vice versa) as well as how a relationship with this organism affects the participant's understanding of the natural world.

Pop-up Exhibits: Highlight changes in your community's environment through objects. If your organization doesn't have a collection, crowd-source objects for a temporary pop-up museum. Invite community members to bring photographs and objects that reveal an aspect of the natural world in your region, have them write out an artifact label, and display the objects for a day-long pop-up event. You can even have young "docents" give impromptu tours about what they believe the objects reveal about the environment.

Planning a book discussion

The heart of your Community Read is a book discussion of *World of Wonders*. Typically, 90 minutes is the right length—long enough to get into the book but short enough to keep everyone’s attention.

Indiana Humanities has developed several resources to help make your book discussion a success. The discussion questions on the next page will help your facilitator guide the conversation about *World of Wonders*.

Finally, Indiana Humanities offers a facilitation webinar that we strongly recommend you share with your chosen facilitator. The webinar will be available in February of 2022 and will be found on the Community Read resource page.

Finding a facilitator

Many kinds of people have what it takes to be a great facilitator. The most important qualities to look for are someone who is a great listener and someone who makes others feel comfortable talking about big ideas.

Skilled facilitators come from all walks of life and can be any age. We recommend reaching out to a local humanities scholar to facilitate your discussion; try calling or emailing the faculty of English departments at a nearby college or university. Of course, others have what it takes to be great discussion leaders, including librarians, teachers, or pastoral figures.

Facilitators should understand what your goals for the discussion are and commit to using the guidelines in this discussion guide. Although we recommend using the questions presented here, they may want to add some of their own.

Since it’s a good amount of work to read, plan and lead the discussion, we recommend paying your facilitator. How much you want to pay your facilitator is up to you, though we recommend \$100-\$150. (If your facilitator forgoes payment, count what you would have paid them as an in-kind match on your final budget.)

Facilitation tips

- Ask open-ended questions that can be answered in a variety of ways.
- Use specific moments or quotes from the book to ground discussion. Encourage participants to take notes as they read. Ask folks to make connections between what they read to their own lives.
- Ask follow-up questions to get folks to dig a little deeper and make connections between different points of view in the room.
- Try to avoid questions that require a lot of background information. In other words, ask questions grounded in the text or in people’s everyday lives. If your questions require a lot of background knowledge, they will exclude some people and make them feel unwelcome.
- Keep introductions brief so you can devote your time to real conversation. For instance, you might simply have everyone state his or her first name and share one word they would use to describe the plot of the book.
- Set guidelines at the start. Some important ones: All perspectives are valued and it’s important to hear from everyone in the room. It’s okay to disagree respectfully. Be wary of easy consensus—it’s possible not all points of view have been considered.
- Scan the room for verbal and nonverbal cues: Are people feeling comfortable? Is there a shy person who looks like they want to talk but just needs to be asked? Is someone talking too much? Moderate your tone and body language to invite new participants into the discussion.
- Avoid sharing what you think, even when people ask! Your role is to lead the conversation, not contribute opinions. Always turn the discussion back to what participants think.

Discussion questions

Coming soon!



How to book a speaker

As part of *One State / One Story: World of Wonders*, Indiana Humanities has curated a list of exciting, in-depth speakers to add to our understanding of the themes and contexts of the novel. Talks in the bureau range from discussions of local environmental histories, to investigations of literary and historical representations of nature. We encourage you to peruse the catalog to find a talk that adds to your conversation about the text and spurs thinking about our relationships to the environment.

Selecting A Speaker:

1. View catalog (Appendix A) and select a talk you wish to host at your organization.
2. Use the contact information listed in the catalog to contact the speaker you're interested in hosting to determine availability.
3. Speaking fees are set at \$400 and you should offer to pay the speaker's mileage costs. Also, if the speaker is coming from a distance, you should offer to pay for lodging as well. Be smart about scheduling—end your events by 8 or 8:30pm—so you can avoid hotel costs if you have a tight budget.
4. Use the template agreement letter (Appendix E) to formalize the details of the engagement, and ask the speaker to sign and return a copy. You may also need to collect the speaker's W9—check with your finance department to see if this is needed in order for your organization to pay the speaker.
5. Publicize your event! On the Community Read resource page, you can find logos and a template flyer to help you promote your event.
6. Prior to your event, check with the speaker to see if any special set-up is required (A/V, speakers, room set-up, etc.).
7. We strongly recommend waiting until after the event to pay your speaker. Process payment within two weeks of the event. Have a check ready for them at the event, or clearly indicate to them when to expect the check if you are having it mailed after the fact.

Communications requirements

You are required to acknowledge Indiana Humanities support at each event and, wherever possible, on printed materials.

Use the Indiana Humanities logo on **all printed materials**. A variety of file formats, colors and black/white versions of this logo can be downloaded from the Community Reads Admin page.

Where room allows on printed materials, please add: *One State / One Story: World of Wonders* is presented by Indiana Humanities in partnership with the Indiana Center for the Book and the Indiana State Library.

Verbally, at the start of all programs, please say the following: This program has been made possible through Indiana Humanities as part of *One State / One Story. One State / One Story: World of Wonders* is presented by Indiana Humanities in partnership with the Indiana Center for the Book and the Indiana State Library. In 2022, Hoosiers are invited to engage deeply with a book as part of Unearthed, Indiana Humanities' multi-year initiative looking at how we shape our environments and how our environments shape us.

If you need more information about Indiana Humanities or Unearthed, feel free to use or adapt the following language:

Indiana Humanities connects people, opens minds and enriches lives by creating and facilitating programs that encourage Hoosiers to think, read and talk.

Unearthed is a new multiyear thematic initiative from Indiana Humanities that encourages Hoosiers to discover and discuss their relationships with the natural world. Through engaging speakers, a statewide read, a tour of the Smithsonian's *Water/Ways* exhibit, Campfires treks, a film series, a podcast and more, Hoosiers will explore how we shape the environment and how the environment shapes us.

As we did with themes in the past (such as INseparable, Quantum Leap and Food for Thought), we'll dig into a range of humanities subjects—ethics, philosophy, history, literature and religion. We'll provide our own ideas for programming (and often the funding to make it happen in your community), and we'll work with organizations around the state to create even more engaging events and activities.

Together, we'll use the humanities to better understand our actions and interactions. We'll consider what our state's environmental history might reveal about its landscape and its people today. We'll get comfortable with the idea of living in the Anthropocene. And we'll ask questions like, "Are we being good ancestors?"

We think there will be something for everyone along the way—whether your idea of a good time is going for a long walk in the woods or sitting down with a book.

On the Community Reads Admin page, you can download the following resources to help you promote your series:

- Program logos
- Press release template
- Flyer template

Communications Tips

Here are a few of our favorite tips and recommendations for getting the word out:

- Create a Facebook event or Eventbrite page (or both!) for each event. Both of these tools often reach people who aren't already involved with your organization.
- You are encouraged to use a portion of your grant to pay for print and digital advertising, including sponsored posts on social media.
- When sending a press release, it's a best practice to send it at least one month in advance.
- Offer to take a local reporter out for coffee or lunch to explain everything that's going on with your programs. When talking with the media about your events, think about what makes your programs newsworthy: What is unique? What sets them apart? Why would someone want to read about it? You can use a portion of your grant to cover this media relations expense.
- Consider hiring a professional photographer to take high-quality photos at one or more of your events. For a few hundred dollars, you'll get great images that you can use for years to come. Be strategic about what kinds of photos you need and what events will make for compelling pictures; give your photographer a "shot list" of what kinds of photos you want her or him to capture. You can use a portion of your grant to cover the cost of a photographer.
- When you share on social media, be sure to tag us (@INHumanities). We're on Facebook, Twitter and Instagram.

Final reporting

When you complete your program series, fill out the final report form to tell us about your activities and impact. The link to the online report form is available on the Community Read resource page. You'll be asked to provide general reflects on your programs and discussions in the final report. As you carry out your series, here are some things to keep track of in order to easily complete the final report:

- Attendance at each event
- Estimates of audience demographics
- Quotable quotes
- Final Budget
 - We do not require receipts with the final report form. However, we will ask you to report on your expenses by category (honoraria, marketing expenses, supplies, etc.). See the final budget form (APPENDIX F) to see how we'll ask you to report on expenses.
 - We also request that you report in-kind and outright matches to your program series.
- Photos and press clippings

Once you have successfully completed the final report form, we will release the last 10% (\$75) of your grant award.

Appendices

Appendix A
Unearthed Speakers Bureau Catalog

Appendix B
Film List - Coming Soon!

Appendix C
Additional Reading Lists – Coming Soon!

Appendix D
Scholar Essays - Coming Soon!

Appendix E
Template Speaker Agreement Letter

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Final Budget Form

