



Collaborative Grants

Collaborating Library Responsibilities

Before Event

- Sign up with Library Lead for Collaborative Grant
- Work with Library Lead to determine when a good date for your event would be
- Read Collaborative Grant so you can promote other library events
- 2 months prior to event, the Library Lead will provide you with:
 - Copy of Collaborative Grant containing:
 - Event description/s
 - Listing of all events, dates, times, and locations
 - Presenters with contact information
 - Event flier with all library event dates represented
 - Flier PDF or JPG for reprinting
 - Image, used for website calendar
 - Image, used for Facebook

Marketing Event

- Library Lead will email you explaining what marketing is being done
- Promote you event by using the Marketing Toolkit (found at <http://www.beyondthepage.info/Grants>)

2 Weeks Before Event

- Library Lead will contact presenter to remind them of event and see if they have any question (you will be cc'd on email)

Day of Event

- Print off Event Surveys, write your event name on the top line, print off, cut
- Put out Beyond the Page promotional materials at event
 - Poster
 - Event Surveys (on chairs)
 - BtP Brochures
 - BtP Promotional Inserts
 - Pencils, Pens
- You are responsible to introduce event, recognize BtP as the funding source, and staff event

What happens if my presenter doesn't show up?

- Contact their cell number (found on the grant application)
- Let your Lead Library know that they didn't show up

After Event

- Collect Event Surveys
- Complete Event Evaluation Tally Form
- Send Event Surveys and Event Evaluation Tally Form to Library Lead within 1 week of event
- Send event images to Susie Engwall (engwall@dcls.info) and Library Lead

All forms and information can be found on the website: www.beyondthepage.info.