

## Speaker Program FAQs

**Can we collect donations for our organizations at the event?** No – fundraising at Speakers events is prohibited.

**Can I book a speaker for a K-12 school class?** Certain programs are available for K-12 classrooms. You can search for them by clicking “All Programs and Grants” and then “Suitable for Grades” in the “All Programs” search tool.

**Will Delaware Humanities fund a speaker who isn’t listed in the catalog?** No. In addition, Speakers can only present the programs listed in the catalog.

**Does Delaware Humanities publicize my event?** Delaware Humanities, with your permission, will add the Speaker’s presentation with your organization to our calendar. Your organization is responsible for advertising and generating an audience of at least 20 people. Publicity advice is featured on the next page.

**Are there any limits to the number of presentations my organization can request in a fiscal year?** An organization can only request a specific presentation once per cycle (November 1-April 30 and May 1-October 31). There is no limit to the number of requests an organization can make in a cycle for unique presentations. Remember that Delaware Humanities has a budget for the Speaker program, and once funds are depleted all future requests will be denied.

**Are programs restricted to the counties where the presenters live?** No – presenters may travel to any location in Delaware.

**Can we audio record/videotape the program?** When you contact the presenter to schedule your event, ask if you can record the presentation.

**I’m a humanities scholar – how can I become a Speaker?** Anyone interested in becoming a Speaker should contact the Programs Officer Ciera Fisher at [chfisher@dhf.org](mailto:chfisher@dhf.org) or 302-657-0650 x12.

## Publicize Your Event

Delaware Humanities will include all confirmed Speakers events on our website calendar, and promote selected events via our social media channels. With sufficient advance scheduling, events may also be included in our digital newsletter.

Host organizations must make vigorous local publicity efforts to draw large, inclusive audiences to Speakers events. Some strategies for promoting your event:

- List the event on your website and/or social media group pages (Facebook, Twitter, etc).
- List your event in local, community calendars.
- Hang flyers in prominent spots in your area (coffee shops/libraries/community centers etc).
- Send press releases to local newspapers and radio stations.
- Partner with other organizations in your community to cross-promote the event.
- Extend personal invitations to your organization membership by email or phone.
- Talk to your speaker about arranging an advance interview with local newspaper or radio journalists.

Some tips on writing a press release:

- Ensure that all the relevant information (date, time, place, speaker's name, title of talk, name of hosting organization) is in the first paragraph.
- Copy and paste the talk description from the catalog into the description.
- Include the fact that the talk is free and open to the public.
- Include your name and contact information for those seeking more information.

Acknowledge Delaware Humanities in all publicity materials. Suggestions include:

- [Title] is a Delaware Humanities program hosted by [Your Organization], supported in part by the National Endowment for the Humanities. Any views, findings, or recommendations expressed in this program do not necessarily represent those of the NEH or DH.
- Include the DH logo.
- Include the phrase "A Delaware Humanities program, hosted by [Your Organization]."