

PUBLIC SCHOLARS PROJECT HOST CHECKLIST

You have scheduled your Public Scholars Project program and might be wondering “what’s next?” We have created this resource not only to inform you of our program guidelines and requirements, but also to help you get the most out of this opportunity. Continue reading to learn what to do next!

✓ PUBLICIZE

Informing community members and decision makers about your NJCH-funded program gives you an opportunity to grow your organization and your audience. Prepare publicity for your event in the following ways:

- Write a press release and distribute to local media outlets.
- Create a poster or flyer and hang it in local community gathering places.
- Advertise your program through social media and email (please tag NJCH in posts!).
- Reach out to local groups that would be interested in the program topic and ask them to spread the word to their members.
- A *Communications & Outreach Guide* will be available on our Resources page for PSP host sites soon. Check back for updates.

✓ INFORM ELECTED OFFICIALS

NJCH is federally funded through the National Endowment for the Humanities and letters help to inform elected officials of the value public humanities work. We ask that you prepare letters to inform the federal and state legislators who represent your community about NJCH funding for your event. The Template Letter provides guidance on writing letters and resources to help you find your legislators.

✓ ACKNOWLEDGE FUNDING

Our logo and funding statement (in italics below) should be present on all publicity materials and communications such as posters, fliers, bookmarks, etc. However, the logo not need to be included on press releases and letters to elected officials. If you have questions about logo or statement usage, just ask.

This program is funded by the New Jersey Council for the Humanities.

✓ CONFIRM PROGRAM DETAILS

One or two weeks before the program, contact the scholar to reconfirm the date, time, location, and program needs (e.g. projector, amplification, room set-up). Also discuss how the scholar would like to be introduced, when the scholar plans to arrive, and where to park. Doing this will help you to ensure that your event is successful and avoid potential problems!

✓ INTRODUCE YOUR PROGRAM

Before the program, introduce the program scholar and acknowledge NJCH funding using the PSP Host Script. Scholar biographical information is provided in the Public Scholars Project catalogue entries on njhumanities.org.

✓ TELL US HOW IT WENT

We collect information about programming to inform our funders and other decision makers about the impact public humanities programming has on communities in New Jersey. You are required to complete the final report online within 30 days after the program date. If you have any high-resolution electronic photographs or other materials you would like to send, please send us an email.

✓ SUBMIT PAYMENT

Pay the \$50 administration fee within 30 days after the program date. Make checks payable to New Jersey Council for the Humanities; please note the reference number on the check or include a copy of the invoice.

✓ RESOURCES

All resources and documents mentioned in the checklist are available online at njhumanities.org/resources. You will need the documents below for your program:

- PSP Host Script
- Template Letter
- NJCH Logo

✓ NEH DISCLAIMER

The NEH disclaimer (in italics below) should be present on all publicity materials, but can be placed in a subtle location (like the corner of a flier in small print) so as not to distract from your message and/or aesthetic. If you have questions about disclaimer usage, just ask.

This program has been made possible in part by the National Endowment for the Humanities (NEH) and the New Jersey Council for the Humanities (NJCH). Any views, findings, conclusions, or recommendations expressed in this program do not necessarily represent those of the NEH or NJCH.

ANY QUESTIONS?

We're here to help. Promise! If you want hosting advice or want to ask about what other organizations do in certain situations, you are invited and encouraged to talk to us. Please contact us at 609.695.4838 or publicscholars@njhumanities.org.