

## 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 to 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
- The *Communications & Outreach Guide* is a resource we developed to help you publicize and conduct outreach for your events.

### ✓ INFORM ELECTED OFFICIALS

NJCH is federally funded through the National Endowment for the Humanities and letters help to inform elected officials of the value of 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 does **not** need to be included on press releases and letters to elected officials.

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

The NEH disclaimer (in italics below) should be present in publicity materials, but can be placed in a subtle location (e.g. the corner of a flier in 6-8 pt. font) to not distract from your message and aesthetic.

*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.*

If you have questions about funding acknowledgement, logo usage, or the disclaimer, please just ask.

✓ CONFIRM PROGRAM DETAILS

Two to four weeks before the program, contact the scholar to confirm 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. The *PSP Host Script* provides a template you can use for your introduction. Scholar biographical information is provided in the online Public Scholars Project [catalogue](#).

✓ 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 PSP Final Report, accessible on our Resources page, within 30 days after the program date.

✓ SUBMIT PAYMENT

Pay the \$50 administration fee within 30 days after the program date. Make checks payable to **New Jersey Council for the Humanities** and remit to **28 West State Street, Suite 6, Trenton, NJ 08608**. Please note the reference number and/or program date on the check.

Host organizations should **not** give the \$50 fee or any other form of payment to the scholar. NJCH will pay the scholar's fee and travel stipend directly.

✓ RESOURCES

All resources and documents mentioned in the checklist are available at [njhumanities.org/resources/](http://njhumanities.org/resources/).

- PSP Host Script
- Template Letter (to Legislators)
- NJCH Logo in .jpeg, .png, and .eps file formats
- PSP Final Report (online form)
- *Communications & Outreach Guide* (labeled *Outreach Guide*)

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](mailto:publicscholars@njhumanities.org).