

# Let's Play Books Program Inquiry Form

Do you have an idea for an event that you would like to host at our bookshop? We have a very special place, with lots of quirks, and some programs fit well, others, well... Programs will be evaluated based on several factors, including, but not limited to use of space, value to the community, cost, schedule, ease to host and connection to our mission. Priority is given to members of the Let's Play Books Community.

**Please note**, this is NOT for author events or party rentals. Author events are managed through the publisher. A separate form for self-published author event inquiries can be found on our website.

**Name of applicant/program leader:** \_\_\_\_\_

**Contact information:** E-Mail Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

**Type of Program** (circle):    Story Time    Art Activity    Lesson    Lecture    Single Book Discussion

**Is this a** (circle):    One Time Program/Event    or    Series of Programs/Events

**Target age group:** \_\_\_\_\_    **Date/s requested:** \_\_\_\_\_

**Will there be a charge to attend?** (circle)    YES    NO

If **YES**, see **Fee Descriptions** below and provide the **cost per person** and **fee type**.

**Cost per person:** \_\_\_\_\_

**Fee Type** (circle):    Fee A    or    Fee B

**Please describe the event using the back of this sheet or supply additional information by stapling to application.**

**How will you market the event?** Business/personal FB event page, Twitter, Website, Instagram, Newsletter, Press release, Flyer (where?), other: \_\_\_\_\_

**NOTE:** *Linking to Amazon, or promotion of any other retailer that provides books is strictly prohibited.*

## Fee Descriptions

**FEE A)** A small fee per person, in order to cover the cost of a product given out at the event – like a book (from us), art materials, etc. This is often also used to hold a space for limited seating in the attic space (10 persons) if table space is needed. In this scenario, we would typically waive any rental fee, and likely equate the marketing of the event as equal to our cost.

**FEE B)** A charge per person, in order to pay for the services of an individual contractor or company. In this scenario, the rental fee applies, or 50/50 split of ticket fees, whichever is less.

Date Bookstore Received Request: \_\_\_\_\_