



Poetry Day Registration Form Template

Register online by 5pm Tuesday 24 May 2016

Use the headings below to prepare your registration in a text document you can save, and then enter your information into the Online Registration Form at <https://nznationalpoetryday.wordpress.com/>

1. Region

2. Business/Organisation

3. Contact Person

4. Postal Address

5. Telephone

6. Email

7. Name or Title of each Event or Activity

8. Plain Description of each Event or Activity

Tell us what we need to know in order to understand what you are planning to do and how you will do it in plain language without any spin.

9. Date(s) for each event

This should be repeated in your calendar blurbs. Events should be scheduled for National Poetry Day on the last Friday of August, or otherwise align with the calendar launch dates and promote the wider calendar of events. Events not scheduled for the actual day must still have some connection to it.

10. Start and end times for each event

This information should be repeated in your calendar blurbs.

11. Location of each event

This should be repeated in your blurbs and include the full street address.

12. Entry Cost for each event

This should be repeated in your blurbs and be free, koha/donation, or low-cost.

13. Calendar Blurb(s)

Enter the draft calendar blurbs for each activity, as set out in the Calendar Blurb Template. You can register as many events as you wish – please provide full information for each event/activity below. The national coordinator will review your drafts and request any required edits when confirming your registration. Final calendar blurbs will be due by the 8th of July. Third-person descriptions only please – and don't forget to name your participating poets. You also need to include entry details such as cost (free, koha, or low-cost), age restrictions or RSVP requirements; a full street address for the location; and both the start and end times of your event.

Title 1:

Description:

Entry Details:

Date/Times:

Location:

Contact:

Further Info:

Title 2:

Description:

Entry Details:

Date/Times:

Location:

Contact:

Further Info:

14. Target Audience for each event

15. Anticipated Attendance for each event

16. Promotions Plan

17. Are you applying for seed funding?

No / Yes

If no, skip to question 23; If yes, complete questions 18-22.

18. Total Amount of seed funding sought [up to \$200]

19. Proposed budget

List your expenses and note what items you are requesting seed-funding for. Eligible items include poet fees, prizes, special equipment, venue hire, promotional costs and occasionally refreshments. Administration time and alcohol expenses are not eligible for seed-funding. If you have other sponsorship arranged, list this too. We encourage event coordinators to seek additional sponsorship from other community partners.

20. Is the go ahead of this event contingent on receiving Seed Funding?

No / Yes

Your response to this question will not affect the decision of the seed-funding panel. Events that are not contingent on seed-funding can be confirmed on registration. Events that are contingent on seed-funding will have to wait until the allocation is announced on the 1st of June.

21. Are you GST registered? No/Yes

If you are GST registered and your seed-funding application is successful, you will be asked to send the national coordinator an invoice with your GST details.

22. What bank account would you like seed-funding to be paid into, should your seed-funding application be successful?

Please provide bank name, account name, and account number in the following format 12-1234-1234567-123

23. I / We agree to adhere to the guidelines and reporting requirements.

Tick to indicate you agree to each of the following points before signing.

I agree to

- Act as the official contact person for all of the events I have registered above and to communicate the relevant National Poetry Day guidelines to my team
- Create at least one additional *online* source of further information about my registered activities
- Submit a final calendar blurb for each registered activity, using the appropriate calendar blurb template
- Submit a digital poster for each registered activity, using the poster guidelines
- Ensure the National Poetry Day logo and web address are included in all promotional materials
- Undertake to engage local media coverage of all activities registered above and National Poetry Day itself
- Submit a report summarising how successful your activities were
- Provide materials before the required deadlines: 8 June, 8 July, 22 July, 3 August

Name

Signature

Date