



## Application for Booking the Pikes Peak Poet Laureate

Name of event:

Time/date of event:

Location/address of event:

Total time commitment expected of the poet at the event:

Anticipated total attendance at event:

The type of audience in attendance (i.e., businesspeople, a civic group, church group, etc. – if the audience is primarily children, please provide specific age ranges or grades).

Contact name, email and phone regarding this application:

Name and cell phone number for poet's on-site contact (cell phone is important in the event that the poet must make an emergency cancellation or change):

Please briefly describe briefly your request for the poet's participation. Please include:

1. The purpose of the program and the reason for the poet's participation.
2. At what point in the program you wish the poet to perform and how long (in minutes) you wish the poet to perform and/or participate.
3. The tone or expectation of the occasion (ceremonial, solemn, lighthearted, educational, etc.).
4. Any additional participation expected by the poet beyond his/her actual activity (reading, speaking, facilitating, etc.).
5. If appropriate, please add any other information needed (less than 100 words).