

Meg Medina 2024 National Ambassador Appearance Proposal Checklist

To ensure a successful submission, we encourage the use of this downloadable checklist, to confirm you have gathered all the relevant information before completing the online form.

The submission form has 5 sections and each must be filled in fully. Please share this checklist with the organizations you plan to partner with so you can collect all details. Complete ONE online form for both the public and private event.

Section 1 - General Information

- Primary organization requesting appearance.
- Primary organization type requesting appearance. (School/School Library, Public Library, Bookstore, Community Organization, Other)
- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone
- What is the name of the organization(s) that you will partner with to carry out a robust event for Meg Medina?
- Street Address of Location for Evening Public Event
- City
- State
- Zip Code
- Street Address of Location for Daytime School Visit
- City
- State
- Zip Code
- Preferred Season for event Winter/Spring 2024 (February/March/April), Summer 2024 (May/June/July/August), Fall 2023 Fall 2024 (October/November), No Preference)

Section 2 - Evening Public Library Visit

- Please include a description of your community, including relevant history, related arts and culture landscape, critical demographics, etc.
- What are the strengths and challenges in your community?
- What is the coolest thing(s) about your public library that you want families in your community to know about? (e.g. a maker space, unique artwork, Library of Things, etc.)
- What audience do you envision targeting for your public event with Meg Medina?
- Which language(s) are your intended audience(s) most comfortable reading and speaking?
- What audience size would you anticipate attending this event?
- Please select any venue type available to host this program (auditorium, multipurpose room, youth area of library, outdoor space, other)
- Please list the max capacity for each venue type available.
- Briefly describe the event venue including. Include AV capabilities (including microphones), Wi-Fi availability, and special features (if any).
- Have you ever hosted a public event that featured an onsite book sale and signing?
- If you partner with a local bookstore for book sales at public events, please list them here.
- Do you foresee any challenges or obstacles to the sale of books at your events?
- Please describe security, safety, and anti-harassment measures that are typically in place, or could be put in place, for a public event.
- Briefly describe a recent public event that you consider especially successful. Which elements would you seek to replicate here?

Section 3 - Daytime School Visit (students only)

- Select the grade range you would like Meg to connect with at this event (one only).
(Kindergarten - 2nd Grade, 3rd - 5th Grade, 6th - 8th Grade, 9th - 12th Grade)
- Please include a description of the student body, including critical demographics, and/or goals after Medina's visit.
- What are some strengths of your student body and some challenges they face?
- Which language(s) are your student body most comfortable reading and speaking?
- What are the strategies and tools your school currently uses to encourage independent reading?

- How familiar are you and your students with Meg Medina's body of work? (Multiple choice)
- Please provide detail about your students' familiarity with Meg Medina's body of work (specific titles, themes, etc).
- Please briefly describe a recent successful event with students. What made it a success, and which elements would you seek to replicate with this event?
- A copy of one of Meg Medina's books will be donated to students at selected locations. While we cannot guarantee which book will be provided, please let us know what book would be ideal for your students. (*Evelyn del Rey Is Moving Away*, *Merci Suárez Changes Gears*, *Merci Suárez Can't Dance*, *Yaqui Delgado Wants to Kick Your Ass*)
- Approximate number of students for event
- Approximate number of entire student body (if different than number of students for event).
- Select any venue types that are available for this event (Auditorium, Gym, Cafeteria, school library or media center, other).
- Please list the max capacity for each venue type available.
- Briefly describe the event venue, including capacity, AV capabilities (including microphones), and special features (if any).

Section 4 - Event Promotion

- List all the ways that you typically promote a public event to your community.
- Do you ever partner with local media to promote your public events? Please explain (including links to local media and past coverage/ events listings, if applicable.)
- Please list local print, broadcast, and/ or online media outlets, as well as any social media accounts, that might be interested in covering the visit, and any contacts you may have (reporters, editors, producers, etc.). Please feel free to include relevant links to past coverage or key contacts/ outlets.
- Which social media and communications platforms do you use? Please list handles where appropriate, and note which platform(s) you currently find most successful for connecting with your community. (ex: Newsletter, Blog, Online Calendar, Instagram, Facebook, Twitter, TikTok, etc.)*

Section 5 - Helpful Travel Information

- What is the closest major airport?
- What is the drive time from this airport to both the private and public event venues?
- Recommended accommodations in the area?

Recommended amenities in the area (restaurants, tourist attractions, etc.)

*there is a final section where you can include any additional information you would like to share.