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Poet Laureati Mini-Conference Event Budget

Caryn Mirriam-Goldberg

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BUDGET:

Income:

Silent auction income: \$1,000.

Registrations: (10 at early bird rate, 30 at regular rate, 10 at late rate): \$3,250.
\$4,250

Food for closing reception: donated by Community Mercantile, value of \$150.

Dinner for poets laureate, donated by Free State Brewery, value of \$400.

Space rental donated by Spencer Museum and Lawrence Arts Center, value of \$800

Ads donated by the Raven Bookstore, Spencer Museum, Lawrence Arts Center, value of \$800.

Flyers donated by Lawrence Public Library, value of \$100.

In-kind: \$2,250

TOTAL: \$6,600.

Expenses:

Stipends for poets (13 at \$296 each, 3 for free): \$3,850

Gas money for Ted Kooser plus hotel room for two nights: \$400.

Misc. expenses: \$100.

All in-kind expenses: \$2,250

TOTAL: \$6,600

Budget and preliminary plans for Poet Laureati: March 13-14, 2011

EVENT:

Sunday, March 13:

- Museum tours with a poet laureate sharing his/her responses at the Spencer Museum of Art -- 2:30-3:30 p.m. (during this time, set up book table and reception right outside auditorium/in foyer).
- Silent auction: Open from 2 - 6 p.m. at the Spencer Museum.
- Poet Laureati Reading #1: auditorium of the Spencer Museum featuring up to 7 poets laureate and, if possible, a keynote national poet laureate, 4-5:30 p.m.
- Private dinner for poets laureate to meet each other at Free State Brewery

Monday, March 14:

- Poet Laureati Mini-Conference, Lawrence Arts Center
 - Registration, check-in: 8-8:30 a.m.
 - Session #1: 8:30-9:45 a.m. (two concurrent workshops on writing)
 - Break 9:45-10
 - Session #2: 10-11:15 (two concurrent workshops on writing)
 - The Writing Life: Panel Discussion featuring all the poets laureate, 11:15-12:30
 - Lunch on your own: 12:30-2
- Silent auction: Open from 8 a.m. - 2 p.m.
- Poets Laureate Reading #2: gallery of Lawrence Arts Center featuring up to 8 poets, and announcements on who won dinner with which poet (results of silent auction, 2-3:30)
- Closing reception: 3:30-4:30 -- concert?
- Silent auction Dinner Out Loud: winners of the auction go to dinner at a restaurant from their choice downtown (dutch treat): 6:30-8 p.m.

Costs: Both readings are open to the public at no cost. The mini-conference is \$55 (early bird rate), \$65 (regular rate), and \$75 (late rate). Registrants will also pay the cost of their lunch.

NOTES:

- Book sales at the Spencer and Lawrence Arts Center: The Raven Bookstore (for the Spencer, have Heidi from the Raven get in touch with Carolyn Chinn-Lewis)
- At the Spencer, Amanda and Jennifer will coordinate all with Saralyn (jtalbott@ku.edu, akmartin@ku.edu)
- Spencer will send us form to fill out, and once we do, they'll begin publishing events.
- Fiscal partner: ask Lawrence Public Library or, if need be, Kansas Area Watershed Council.
- For poets laureate tour of Spencer, poets could look at collection on-line beforehand, perhaps find a poem of their own (or write a new one) that has to do with something in the collection (if so, please alert Spencer so Spencer can make sure art is out for our event).