

Sample Documents

Letter of Inquiry

Date

Speaker/Author

Address

City, State, Zip

Dear _____:

The _____ Library invites you to speak at our *El día de los niños/El día de los libros* celebration on (date) _____ at the (location) _____ in (city, state) _____.

Sponsored by (partnering organizations) _____, the celebration will begin at (time) _____, and we would appreciate your speaking for _____ minutes. We expect (anticipated attendance) _____ children and adults. (In a few sentences, give some details about the program and describe what you would like the Speaker or Author to do).

We are so pleased to announce that the _____ Library has just received a mini-grant from the W.K. Kellogg Foundation through the Texas Library Association to conduct this program. We are able to offer you (either a small honorarium or expense reimbursement, or both) _____, if you are able to attend.

No other (speaker or author) _____ could mean as much to our youth, and no other person could stir their imagination and motivate them as much as you can.

Please feel free to contact me at (phone number) _____ or (email address) _____ if you have any questions. We will look forward to working with you.

Sincerely yours,

Library Correspondent

Letter of Agreement for Performers/Presenters

This agreement is entered into this _____ day of _____ between the _____, hereinafter called "Library," and _____, hereinafter called "Speaker."

Date/Time of Presentation _____

Location of Presentation _____

Presentation Title _____

Description of Presentation _____

Correspondent on behalf of the Library _____

Signature on behalf of the Library _____

Address _____

Phone _____ Email _____

EQUIPMENT and Other Needs: Speakers should identify any special needs and are encouraged, if using technology, to bring notebook computers pre-loaded with software (and cached Internet demonstrations) they will need for presentations. Equipment needs are: _____

PAYMENT: Library will pay or reimburse Speaker as follows:

_____ An honorarium in the amount of \$ _____ will be paid. A check for the agreed upon amount will be available at the event or will be mailed to Speaker within 15 days after event.

_____ Transportation will be paid/reimbursed as follows:

Mileage will be paid by Library at the rate of \$ _____ per mile.

Airfare will be paid or reimbursed by Library at the supersaver or economy rates only. Speakers are encouraged to make their own air transportation arrangements and submit receipts for reimbursement by the Library.

Ground transportation, excluding rental cars, will be reimbursed by Library based on actual receipts.

_____ Lodging will be provided for _____ night(s) for the night(s) of _____.

Library staff will make these arrangements based on nights needed.

_____ Meals. Based on actual receipts, Library will reimburse for the following number of meals (_____), including tax and tips.

SPEAKER: Please complete all information below.

Speaker's Signature _____

Speaker's Name (*print or type*) _____

Speaker's Phone Number _____ Email Address _____

Speaker's Address _____

City/State/Zip _____

SIGNATURES:

Library Correspondent

Speaker

Signature

Signature

Date

Date

Mayor's Proclamation

Proclamation

City of El Paso, Texas

- Whereas,** Literacy is defined as the foundation of learning and is essential to the growth and success of all children;
- Whereas,** Many of the nations of the world, and especially within the Western hemisphere, celebrate *Dia de los Niños* in recognition and celebration of their country's future – their children;
- Whereas,** Children represent the hopes and dreams of the City of El Paso;
- Whereas,** Children are the center of the traditional Latino family;
- Whereas,** The importance of reading and education are most often communicated through family members and supported by such public institutions as the El Paso Public Library and its literacy programs and free book distribution to children;
- Whereas,** Children are the responsibility of all citizens, and all citizens should be encouraged to celebrate the gift children are to society;

Now, therefore, be it proclaimed by the Mayor and Council that Saturday, April 24th, 2004 shall be known as:

“El día de los niños/El día de los libros”

and urge the people of the City of El Paso to join with all children, families, organizations, communities, churches and clubs to observe the day with appropriate activities.

In Witness Whereof, I have hereunto set my hand and caused the official seal of the City of El Paso to be affixed this ____ day of _____ A.D. 2004.

Mayor Joe Wardy

Press Release and Translation

You are invited to join the _____ Public Library as we celebrate *El día de los niños/El día de los libros*. Our library is one of 23 libraries statewide that have received a \$300 grant from the Texas Library Association and the W.K. Kellogg Foundation to host a program for this event. Please make plans to join us on _____ day, April __ from 1:00 p.m. to 3:00 p.m. where guest storyteller, _____ will be spinning his tales. Participants can also join in our arts & crafts activity. The address is _____.

Please call _____ for further information or visit our web site at [www._____](http://www._____.) for more details about *El día de los niños/El día de los libros*.

Están invitados a la biblioteca _____ para celebrar *El día de los niños/El día de los libros*. Nuestra biblioteca es una de las 23 bibliotecas que recibió un premio de \$300 de la asociación de bibliotecas de Texas y la fundación W.K. Kellogg para presentar un programa celebrando este día. Por favor, hagan planes para participar con nosotros el _____, _____ de abril de la 1:00 p.m. hasta las 3:00 p.m. El/la cuentista, _____, va a contar cuentos. Los participantes también podrán hacer unos trabajos manuales de arte. La dirección de la biblioteca es _____.

Favor de llamar a _____ para más información o pueden visitarnos en [www._____](http://www._____.) para más detalles sobre de *El día de los niños/El día de los libros*.

Thank You Letter

Date

Speaker/Author

Address

City, State, Zip

Dear _____:

Thank you for participating in our *El día de los niños/El día de los libros* celebration. You helped touch the lives of children and their families in our community. This special celebration gave us an opportunity to reach children and show them the resources we have available in the library. We were also able to highlight our children's Spanish and bilingual book collections. Quoting from children's book author and poet, Pat Mora, "this is an occasion for all language groups to celebrate the power of being bilingual, for involving non-English speaking families in literacy activities, and for featuring books in other languages and books about bilingual children written by authors from those various cultures."

Again, many thanks for joining our efforts in celebrating children and celebrating the role books play in their lives.

Sincerely yours,

Library Correspondent

Example of solicitation letter (for donors/funds)

Date

Business Person
Business
Address

City, State, Zip

Dear _____:

We need you to help us celebrate children at our library's *El día de los niños/El día de los libros* celebration. Quoting from children's book author and poet, Pat Mora, "this is an occasion for all language groups to celebrate the power of being bilingual, for involving non-English-speaking families in literacy activities, and for featuring books in other languages and books about bilingual children written by authors from those various cultures."

Please say **YES** to our library and to the children and families who use our resources. You can donate funds, prizes, or food by indicating how you will help at the bottom of this letter and returning it to me. A self-addressed stamped envelope is included for your convenience. Again, many thanks for joining our efforts in celebrating children and celebrating the role books play in their lives. Children will be winners and so will those of us who serve them.

Sincerely yours,

Library Correspondent
Library name
Address
City, State, Zip

Phone number/E-mail address

 YES! Count me in. I agree to be a sponsor for *El día de los niños/El día de los libros*. In doing so, I will join the library's celebration of children and books.

You can count on me for the following:

I will mail or bring donations to the library no later than: _____

Sorry, I am not able to be a sponsor at this time, but please contact me for next year's celebration of *El día de los niños/El día de los libros*.

Sample budget

Depending on the size of your event, you may not need all of these items. You may be able to get local businesses, partners (such as the school district or a local college), or organizations, to lend or donate some items. Even if items or services are donated, it's a good idea to keep track of the "in-kind" costs so that you have the full picture of the true cost for your program.

Author/speaker/presenter

- Honorarium/fee
- Transportation
- Meals
- Lodging

Postage

- For press releases
- For invitations
- For letters of sponsorship and fundraising
- Thank you letters

Printing/Photocopying

- Bibliographies
- Flyers
- Invitations
- Printed program

Refreshments

- For participants (children and adult attendees)
- For volunteers (you may need to provide lunch or a snack)
- For presenters (water, lunch or a snack)

Give-away items

- Books for children
- Book marks

Display and decoration

- Posters
- Items for display
- Supplies

Books

- For the collection
- For sale and autographing (if an author is presenting a program or speaking)

Supplies

- Craft supplies
- Office supplies
- Paper products for food (napkins, cups, plates)

Equipment

- Tent rental
- Tables and chair rental
- Sound system or public address system