**SOMOS Guidelines for Community Readings**

**Authors/Presenters**:

* Will be a current member of SOMOS (otherwise rental fee is $25/hour)
* Will provide current contact information (email, website, and cell phone #)
* Will complete submission form on the SOMOS website: [www.somostaos.org/calendar/#events](http://www.somostaos.org/calendar/#events) a **one**-page (8 ½ by 11) flyer (saved as a word document) at least  6-8 weeks prior to the event; will also submit a jpeg photo (72 dpi or higher)of a headshot and/or cover image of book. If word is not available will copy/paste the text of the flyer onto an email so we can copy/paste onto our website
* the event will be penciled on the calendar until flyer is received. If the flyer is not received at least one month prior to the event the date will be made available to other presenters
* The flyer will include the word, FREE, SOMOS address: 108 Civic Plaza Drive, Taos, NM, call 575-758-0081 for further information (do not list as “SOMOS Presents” because SOMOS is not sponsoring the reading but title with names of authors/poets).
* Will post their own flyers around town, i.e.:  Cid’s, Public Library, coffee shops, etc. if the author/poet is local and/or has local contacts. A list of flyer hanging locations can be forwarded upon request.
* Will either host the event themselves (vs. a SOMOS staff person) or secure a host to welcome attendees, introduce the speaker, etc.
* Will assist in promoting event by using social media:  email list, Facebook, LinkedIn, twitter, Instagram.
* Will solicit donations for SOMOS at the event
* Will publicize where author books can be purchased; and/or they may bring their own books for sale, bring a square and/or cash bag
* Will send out press releases and PSA’s(public service announcements) to help promote attendance at reading (in Taos – Tempo: tempo@taosnews.com; radio stations: KCEI, KNCE, KTAO, KKIT)and send calendar announcements to Taos News, Live Taos, Chamber of Commerce
* NOTE: for authors/poets who do not live in Taos County it’s challenging to draw an audience when the writer is not known locally

**SOMOS**:

* Will promote event on our email weekly newsletter (3000 plus subscribers) and SOMOS website under calendar “Readings”

Will print flyers for distribution at SOMOS, our bulletin boards and at SOMOS events
Contact SOMOS, 575-758-0081, or somos@somostaos.org