

## Sunday Afternoon with Kansas Authors Information Sheet



So, you live in Kansas and have published (or are in the process of publishing) a book. What next? How do you promote your book? One way is to schedule an author talk through the Topeka Room's **Sunday Afternoon with Kansas Authors** program series. This series features Kansas authors from all walks of life, all book genres, and all ages. It also occasionally features authors who no longer live in Kansas but have lived here in the past and write about people, places and events in Kansas.

**How do I propose a program?** For publicity purposes, we schedule the talks (at minimum) four to six months in advance. Contact Charity Rouse in the Topeka Room to discuss getting your proposal on the schedule. To expedite consideration, please fill in the attached "Author Information Form" and mail, e-mail, or hand-deliver it to:

**Charity Rouse**

**Topeka Room, Room 204  
Topeka & Shawnee County Public Library  
1515 SW 10<sup>th</sup> Ave.  
Topeka, KS 66604**

[crouse@tscpl.org](mailto:crouse@tscpl.org)

**785-580-4510 (Topeka Room number, leave a message)**

**Where is the program?** Most of the programs are held in the Topeka Room on the second floor of the Topeka & Shawnee County Public Library. This room contains our reference collection of books by authors with a connection to Kansas and books about people, places and events that happened in Kansas. Because this room is set up to give the feel of a Victorian-era parlor/library, we are unable to provide "modern" presentation equipment such as screens, computers and projectors. If you need these for your presentation, let us know and we can check on other room availability elsewhere in the library. The room comfortably seats up to 24 people and average attendance in 2010 was 10-15 people per program. If the author is widely recognized, the talk may be held in a larger meeting room.

**What happens during the program?** During the program, the featured author talks about the writing process, the publishing process and the contents of the book. The author is encouraged to bring copies of the book to sell at the talk and to do a book signing at the end of the program. Please note that library staff cannot sell books or handle cash.

**How is the event publicized?**

- in the library's "connectnow" calendar of events, published every other month
- blog posting on the library's digital branch ([www.tscpl.org](http://www.tscpl.org)), typically 1-2 weeks in advance
- the library sends out a media announcement
- the author is welcome to list the talk on their own web site
- any other outside publicity using the library logo needs to be approved by TSCPL via Charity Rouse

It is always helpful if the author is willing to donate, at the time of the program proposal, a signed copy of the book for the Topeka Room Collection or the Kansas Collection so that the book is available to the public prior to the program and so that the publicity materials can be written from the actual book.

# Sunday Afternoon with Kansas Authors

## Author Information Form

Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

Author's Bio (brief description of your life and connections with Kansas and writing/publishing):

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(please continue on the back of this page if you need more space)

Synopsis of the book(s) to be discussed at the program:

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(please continue on the back of this page if you need more space)

List of published books (most recent first, if not yet published please note anticipated date with month & year):

Title: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Title: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Title: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Title: \_\_\_\_\_ Publication Date: \_\_\_\_\_

(additional titles can be listed on the back of this sheet)

Have you presented a program at the library about this, or a previous book? \_\_\_\_ yes \_\_\_\_ no

If yes, when was the program? \_\_\_\_\_