



Dear Friend of Poetry,

The Massachusetts Poetry Festival organizing committee is seeking proposals for our second celebration this coming October. The Festival will open with a special program in Boston on Thursday evening, October 15<sup>th</sup>. Then we will be back to Lowell for Friday and Saturday, October 16<sup>th</sup> & 17<sup>th</sup>. Given the state of the economy we are attempting to very loosely theme this Festival around Poetry & Hard Times. Also because of the economy, we have had to cut back the budget. This year we will only be able to provide \$100 to underwrite the time and expenses of the people involved in each program component.

As it was last year, the Massachusetts Poetry Festival is a unique product of collaboration. In our first Festival we had a wonderful mix of poets and schools and organizations all collaborating to put together an amazingly rich program of readings, workshops, panels, and experiences. We hope with your help to be able to do an even better job this year.

We are seeking proposals for program components, primarily for Saturday. At the moment we envision Friday afternoon as primarily focused on a program with high school students reading their own original work. Friday evening we will devote to a collaborative program being staged by the Urban Village Arts Series and then a program of music and poetry that still needs to be created. Saturday we are attempting to concentrate our program into a more defined and close knit space in downtown Lowell using the galleries, Museums, cafes, restaurants and national park buildings to have a more compact and dense festival. At the moment we are also envisioning starting more like a 11:00AM which is later than we did last year. We will again have an all day small press fair being organized in collaboration with the Bootstrap Press. We hope to have a program of readings of original work by college poets. We expect in the evening to have a headline reading and then we have already planned an amazing sanctioned slam contest with teams from New York and Cambridge and Lowell.

We are seeking proposals for readings, workshops, multi-media experiences, displays, seminars and programs for all ages and all types of poetry. Preference will be given to proposals that include collaborations with other organizations and poetry groups, programs that reflect the diversity of writing in Massachusetts, individuals and organizations with a proven capacity for the successful completion of events and more than last year proposals that show a real commitment and ability to build the audience for the particular program component and the festival as a whole.

Please only send one proposal per individual or organization. We are looking forward to hearing your great ideas and working with you to make this a tremendous festival.

Sincerely,

Executive Committee

Michael Ansara   Charles Coe  
Paul Marion      LZ Nunn

## **If your proposal is accepted...**

### **What you can expect from us**

- A venue based on expected audience and the environment that you think most fits your program component. We will have venues in restaurants, cafes, galleries, museums, national park buildings and auditoriums. We will have appropriate venues for audiences of 15 ,25, 30-50, 100 and 300
- The necessary A/V equipment and technical support. Please indicate what you will need for equipment, stages, tables etc
- Marketing outreach- we will do our best to publicize the entire festival and each component in it through emails, advertising and posters.
- We will contribute \$100 per each program component. For a very few major components with increased expenses and larger audiences we may be able to contribute more.

### **What we expect from you**

- A creative proposal
- Organizing, planning, and set-up and take-down of the event
- A timetable and outline for event production
- A plan for publicity and outreach to build the audience for your event and for the festival in general



## Massachusetts Poetry Festival / Request For Proposals

October 16–17, 2009 / Lowell, Massachusetts

[www.masspoetry.org](http://www.masspoetry.org)

Please include as much information as possible for your proposed event. The deadline for application submission is **Friday, May 15, 2009**. Please note that any expenses incurred will be the responsibility of the program/project organizer(s).

**Massachusetts Poetry Festival Contribution:** \$100 per program / project

### GENERAL PROGRAM INFORMATION

Name of Organizer(s)

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Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Duration (Please circle):    30 minutes    60 minutes

**Program / Project Description** (150 words max):

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**Equipment Needs:** \_\_\_\_\_

**Target Audience** (if any): \_\_\_\_\_

**Publicity & Audience Development Plan:** \_\_\_\_\_

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**Please attach any necessary supporting materials and return to:**

Suzanne Cromwell | Office of Cultural Affairs & Special Events

375 Merrimack Street, Room 60 | Lowell, MA 01852

Contact Info: [scromwell@lowellma.gov](mailto:scromwell@lowellma.gov) | 978-674-1483