

***Calliope: A Poetry Podcast* Venue Packet**

This event packet is made available to venues for the (potential) hosting for a *Calliope: A Poetry Podcast* event. The content below is meant for the owners or event planners of the venue. However, all basic information can be found on our social media pages.

WHO WE ARE/BELIEF IN INSPIRATION:

- a. We are a poetry podcast dedicated to celebrating the voices of our contributors and encouraging others to work on their craft.
- b. We are a large team and publish through Inspiration Strikes Publishing.
- c. We believe in the power of Inspiration to bring people together and create incredible moments, and we want to create spaces where people can share what inspires them, and become inspired.

WHAT WE DO:

- a. We host live events primarily at local coffee shops and bookstores, inviting poets to perform and briefly explain the inspiration behind their work.
- b. After the performance segment ends, we conduct a more in-depth interview with select poets.
- c. We record both the performance and interview segments, and edit them together into episodes for the podcast.

WHAT WE REQUIRE:

- a. A three (3)-hour operating window. One hour for setup, and two hours for the live reading/interview portion of the podcast.
- b. The ability to move furniture to create a stage, as well as space for at least two tables. One is for our production team, and one is for our editorial team.
 - i. If you cannot accommodate the moving of furniture but are interested in hosting, please contact us and we will see if arrangements can be made.
- c. An understanding that we sell merchandise (small items) at our shows, and by default we retain 100% of the funds from these sales to help us continue our podcast.
- d. Social media outreach to promote the event to customers and to attract performers.

SAFETY GUARANTEES

We protect the privacy of our contributors, and may need to take action to preserve both the atmosphere and their safety, including removing loud and belligerent people or hecklers from the event. If the venue has its own policy on dealing with issues like this, we will defer to this policy.

Additionally, if property is broken by either the venue or the production team, both parties will discuss how to make amends and settle it.

CANCELLATION TERMS

Cancellations must be made no later than **1 month** prior to the event, and we require both notice of cancellation and 100% reimbursement of any funds we already paid. Venues may notify us through email (calliopepoetrypodcast@gmail.com), or text via our PR team or president's contacts.

SUBMISSION GUIDELINES

Lastly, we require our contributors to sign a publishing contract with us, in order to give us the right to publish the recordings of their poems on our show. Our requirements are as follows:

1. You must be 18 years or older to sign our contract.
2. Your work MUST BE ORIGINAL to you and free of AI assistance. (Generation, Outlining, etc.)
3. Your work must be free of hate speech or any discriminatory language.
4. Your work must not infringe any copyright or trademark, any intellectual property rights, or violate any laws.

OUR RESPONSIBILITIES:

- a. We will gather patrons and potential customers to the venue and encourage their patronage at the event.
- b. If the venue has things they wish to highlight, such as deals or promotions, we will assist in making those known at the event as well.
- c. We will promote the venue through the episodes the venue is featured in, as well as through our own socials.

SUPPLEMENTAL DOCUMENTS:

In addition to this document, we have attached several other documents as well.

- a. "Work With Calliope" infographic
- b. The *Calliope: A Poetry Podcast* Publishing Agreement
- c. Sample Interview Questions
- d. Sample Event Flyer
- e. *Calliope: A Poetry Podcast* business card.

CONTACT INFORMATION

If you have any questions about this, as well as our other materials, please do not hesitate to contact us using the information below. We hope to schedule an event with you soon!

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