H-C Checklist

Your *Proposal* for a *"Humanities in Community"* Presentation

At Madison's Goodman Community Center (GCC, available from October - May, 6 PM)

on the 2nd-Monday of the month of ____dated as _____, 2019

Check (X) after reading each point below, fill-in apt blanks and attach your response to an email to Joseph Lynch: lynchjoseph38@gmail.com (copying: johnmichaelwilson@yahoo.com)

PUBLICITY — for posters and social media — should be submitted by email NLT three weeks before your lecture date (see examples from previous flyers, especially their page-2, at: *www.uproar21.us/recent*)

1. __ Your name and position: _____
2. __ The **deadline** for submitting items 1-7 of this CHECKLIST is _____.
3. __ Your personal and /or group **photo(s)**
4. __ Brief **bio**
5 . __ Brief **title of your lecture**
6. __ Brief description of your presentation
7. __Links (or attachments) to **web pages**, images or slides that you may suggest for inclusion in our online posters or web pages.

WHERE, WHEN and **HOW** on the day of your presentation (FYI):

8. __*WHERE:* We usually use BOLZ A in the Goodman Community Center's — the IRONWORKS (old Steinle Turret building) at 149 Waubesa St., but the room is sometimes reassigned without notice.
9. __*WHEN:* Please, arrive by 5:40 PM to allow ample time for details and testing equipment.
10. __*FORMAT:* Our very flexible presentations begin at 6 pm, and Q&A often starts by 7, running for 20-30 minutes. However, the room remains available until 8 pm.

A/V EQUIPMENT Needs, et.c:

11. __ **Computer?** If needed, will you bring your own computer laptop/device? ___
        Which, if any, of the following will you present: ___ SLIDES? ___ Video? __ Audio only?
12. __ **Projector,** do you need a projector provided by GCC? ____ (Our projectors include 5-watt audio speakers and the choice of HDMI or 15-pin VGA adapter cable for connecting a computer to a projector.)
13. __ **Internet connections:** Do you intend to stream audio or video material from the internet? ____ If so, we need to test that well in advance in order to avoid annoying delays in buffering.

PERMISSIONS, RECORDING & COPYRIGHT ISSUES:

14, __ To which, if any, of the following do you consent regarding the recording and posting of your presentation on the internet? ___**NONE** ___**Audio-video** ___**Audio only** ___**Slides** (to be shared by email in advance to johnmichaelwilson@yahoo.com)

15. __ Do you anticipate any copyright violations regarding slides or other materials recorded for posting online?

Any questions? How might this checklist be more helpful?