

Each year the Library service plan our events schedule in advance and allocate resources accordingly. It is for this reason we are not always able to cater for every request we receive to hold an author visit, and therefore have implemented the following guidelines for Authors.

Authors are welcome to host and run their event as they wish. The Library will support this with the use of the Activity Room at no charge and will display the provided promotional material for the event.

The Author is responsible for the following.

- Organising and running the event
- Marketing and promotion of the event
- Catering if required
- Managing bookings for the event

If you are interested in hosting an author event please fill in the below information and return to the Library in person or email: [bunlib@bunbury.wa.gov.au](mailto:bunlib@bunbury.wa.gov.au)

<b>Author</b>	
<b>Name of book</b>	
<b>Proposed date and time of event</b>	
<b>Have you held/plan to hold events in the surrounding region &amp; when?</b> (Busselton, Capel, Eaton, Australind, Harvey)	
<b>Contact person</b> (please include phone & email)	