

## Village Books Event Program F.A.Q.'s

### 1. What types of events does Village Books host?

Village Books hosts a variety of events, from traditional readings, to discussions, slideshows, multi-media presentations, Q & As, demonstrations, story-times and mini workshops.

### 2. How do I schedule an event at Village Books?

You will need to submit a media kit, which includes a 50-100 word book synopsis, 2-3 sentence author/presenter bio, jpg image of the book jacket & jpg author image, to our events coordinator. You will also need to complete [the event questionnaire](#) and submit together with your media kit.

### 3. Can I meet with or talk to the events coordinator?

Our events coordinator receives a high volume of event inquiries each week. You can schedule to have a phone or in-person consultation with our coordinator. The first 15 minutes are free, \$25/hour after that. Contact [events@villagebooks.com](mailto:events@villagebooks.com) to schedule a consultation.

### 4. How far in advance should I be in touch about scheduling an event?

Due to media and publisher deadlines, it is best to get in touch at least 3-4 months prior to when you wish to schedule your event. We rarely accommodate last minute bookings.

### 5. Where are events held?

Most of our events are held in the Readings Gallery, on the bottom level of the store, and are \$5 and open to the public. We host some larger events at a collection of offsite venues.

### 6. How many people does your Readings Gallery accommodate?

We can seat up to 140 people comfortably, and up to 210 people, standing-room only.

### 7. What A/V and other materials are available to use?

Our Readings Gallery is equipped with wall-mounted flat-screen TV. Authors must bring their own laptop, and if it's a Mac, the adapter to connect to our HDMI cord. We also have a lectern, microphone, tables, and flip chart/easel available upon request.

### 8. When do you host events, and how long do they last?

Events are typically scheduled Mon.-Fri. evenings at 6pm, and Saturdays and Sundays at 2, 4, 6pm. We do occasionally offer alternate times, and regularly host lunch-time speakers and presentations. Events last up to an hour and we leave time at the end for book sales and signing. Our store closes at 8pm every day.

### 9. Do you charge money for events?

Village Books charges a \$5 cover charge to attend our events. This money is given back to attendees in the form of a voucher which they may use on a purchase at the event. Pre-registration is required on Eventbrite to reserve a seat. For most events, there is also a book/ticket combo available. For most kids and young adult events, admission is free.

**10. Can I have food, beverages, or alcohol available at my event?**

You are welcome to bring food and beverages to your event, however, we are not able to serve alcohol in our Readings Gallery or public areas of our store, as we do not meet banquet license requirements. If you bring food and non-alcoholic beverages, you are responsible for bringing all serving items, and for clean-up, and must let us know ahead of time.

**11. How does Village Books promote events?**

Village Books does extensive marketing for all of our events. We promote our events through our website, social media, paper calendars, media listings, in-store displays, advertisements, co-sponsorships, and if time permits, in our *Chuckanut Reader*.

**12. What is expected of an author/publicist to promote an event?**

We ask authors/publicists to conduct a publicity campaign of their own and reach out to friends, family, the local media and local organizations that might be interested in the book or topic. We will provide a media list to help authors/publicists make those initial contacts. We also ask authors and publicists to post their event on any websites, social media, and email lists they maintain.