

Program Scholar Checklist

What ICFL sends program scholar

- Program confirmation letter
- Invoice (ICFL pays honorarium and travel expenses directly)
- Evaluation form
- Theme and book information (from website)
- Library program schedule
- Role and responsibilities of program scholar
- Copy of the book, if requested

What local librarian should discuss with scholar

- Confirm program day, date, and time
- Confirm program location and offer directions, if needed
- Hotel and restaurant recommendations, if needed
- Information about your program: format, number of participants, room set up, etc.
- Discuss what the scholar's role is during discussion. Most are willing to facilitate the discussion. Ask if they will be bringing discussion questions. Discussion questions are provided in your packet.
- Any feedback about how participants are reacting to book (they like it, don't like it, have questions, etc.). The more information the program scholar has in advance, the better.

After the program

- Send a thank you note