

ACT Writers Centre Book Launch Packages available for members

*Print this document and post or deliver it back to us at ACT Writers Centre,
Gorman House Arts Centre, Ainslie Ave, Braddon ACT 2612. Ph: 6262 9191*

Please choose what you require from the following options:

PROMOTION

- a mention in the *Events* section of the newsletter (free, text deadline: 18th of preceding month)
- 1/4 page boxed advertisement in *ACTWrite* (text deadline: 18th of preceding month) for \$25
- Invitation included in the Tuesday broadcast email to 1800+ current and expired ACT Writers Centre members (with text supplied by the author) for \$25. Date you would like the email sent:
- DL sized cardboard invitations designed (with order form on the reverse side), printed, cut, put in envelopes, addressed and posted for \$2 per person (text supplied electronically by author, addresses supplied on database by author). Date you would like them sent by: _____

LAUNCH

If you select any of the services from this section, there is a **base administration fee of \$50** which covers such things as: meetings and liaison with author, organising quotes for catering, booking of venue & key collection, ordering and stacking of alcohol, preparation of invoices, sub-contracting of staff, issuing of cheques, preparation of platters, etc). The Gorman House venues are available Sunday to Fridays. Catering supplies for Sunday launches (when the Writers Centre is normally closed) must be collected from our fridge by the member - staff are only available to work on Sundays if an extra attendance fee is paid.

- Bogong Theatre @\$25/hr (not available on Saturdays; lino flooring, glass doors opening to courtyards, seats up to 90 people). Lectern with portable microphone is an extra \$20. There is an extra cost if tables and chairs have to be set up AFTER 5pm. Preferred date, time and duration of launch: _____
- Fireplace Room @\$25/hr (not available on Saturdays; carpeted narrow room with own sink and fridge, seats up to 60 people). Lectern with portable microphone is an extra \$20. There is an extra cost if tables and chairs have to be set up AFTER 5pm Date, time and duration preferred: _____
- Public liability insurance cover for use of Gorman House venues (free for Writers Centre members only; membership is \$50/40 for one year)
- Eastern courtyard of Gorman House (free, recommended for summer only). There is an extra cost if tables and chairs have to be set up AFTER 5pm. Date and time preferred: _____
- Musician to play while guests arrive at \$100/hr or part thereof.
- Flowers to decorate venue. Amount to be spent: \$ _____
- Hire of a corkscrew, up to 80 wine glasses and up to 20 water glasses (plus three tubs which are suitable for holding ice then collecting dirty glasses): \$40 hire fee (with breakages/loss charged at \$2/glass). You can have people serve or let guests serve their own drinks. If you do not choose this option you must supply your own plastic goblets and cups. You are responsible for washing up the glasses yourself. The glasses will be counted on collection and return.
- Provision of up to 2 large maroon jacquard tablecloths. No. required at \$5 each: _____
- Bottles of Champagne @ \$8/bottle, delivered cold. (1 bottle serves 5 glasses). Number of bottles required: _____

- Bottles of (please circle grape variety) Chardonnay, Semillon Sauvignon Blanc @ \$8/bottle, delivered cold. (1 bottle serves 5 glasses). Number of bottles required: _____
- Bottles of (please circle grape variety) Merlot, Shiraz, Cabernet Sauvignon @ \$10 each. Please specify number of each required _____
- 4 litres orange juice at \$9.95/bottle (delivered cold). Number of litres required: _____
- Bottles of soft drink @ \$1.85 each. No. & type required: _____
- Platters of dips & Turkish bread to serve 50 people each, at \$30/platter. A friend can carry them around or you can let guests serve themselves. Serviettes included.
- Cheese platters and biscuits to serve 30 people at \$30/platter. A friend can carry them around or you can let guests serve themselves. Serviettes included.
- Access to the Writers Centre kitchen for any preparation or washing up (free for members, you must collect key during office hours and learn the alarm code).
- Writers Centre staff member on duty to sell books for you between Monday – Saturdays (by cash, chq or credit card) @ \$40/hr. It is possible to have your own bookseller. The Centre will charge a 10% commission on sales to cover our credit card processing fees. *(Sundays by negotiation depending on staff availability.)*
- Writers Centre staff member to supervise the packing up of furniture and supplies and lock up venue for you after your event @\$40/hr.

(An invoice will be issued after the event. If necessary, a cheque for book sales will also be sent after the event. The overall quoted price will increase if extra staff time is required. The author is entitled to take any unconsumed food and drink home.)

Name of author or publisher:

Address:

Phone:

Mobile:

Email:

Approximate total of launch package required \$_____

**Don't forget to send us a paragraph about your book and yourself at least a week before any media releases are due to be sent.*

Names and recommended retail price of all books to be sold on the night:

- 1. _____ Price \$
- 2. _____ Price \$
- 3. _____ Price \$

Publisher:

Signature: _____

Date: _____