

## Jennifer Stewart Writer in Residence Schedule & Programs

Hello,

I am writing to start a conversation about the programming and consultation schedule for your upcoming role as Writer in Residence for the Pima County Public Library. We are getting ready to work on facilities scheduling, outreach, and advertising to celebrate and promote your time with us. While we have a few more months until your residency begins, we want to make sure you receive the support you need in this process. We would like to finalize plans for the items below by **Monday, February 11<sup>th</sup>, 2020?**

You will be scheduled to facilitate a program at MegaMania, the Library's annual summer festival, on Saturday, July 11, 2020 at the Pima Community College Downtown Campus, 1255 N. Stone Ave.

We also need to schedule two more programs during your Residency. Each program can be one to two hours, and should be interactive, so that writers can participate in one or more aspects of the writing process.

Finally, do you have a high-resolution headshot photograph that we can use in our promotional materials? If not, we can arrange for the County photographer to take one in the coming weeks.

### Program 1

**Program title:**

**Program description:**

**Date and time:**

**Location: Ideal room set-up:**

**Supplies or special requests:**

### Program 2

**Program title:**

**Program description:**

**Date and time:**

**Location:**

**Ideal room set-up:**

**Supplies or special requests:**

### Program 3: MegaMania

**Program title:**

**Program description:**

**Date and time:** Saturday, July 11, 2010 (details TBD)

**Location:** Pima Community College Downtown Campus, 1255 N. Stone Ave., specific room TBD

**Ideal room set-up:**

**Supplies or special requests:**

Which library (or libraries) would you like to use for your Residency?

One-on-one consultations (5 of 16 hours per week)

**Library location(s):**

**Days and times:**

Your reserved work hours

**Library location(s):**

**Days and times:**