

# HER MARK 2004 WORDS

Woman Made Gallery's 13-month Datebook

## CALENDAR

May 16, 2003	Entry Due Date
July 16, 2003	Notifications Sent
October 2003	Calendars Available
Sunday, Oct 19, 2003	Release Party & Reading 2-4pm

## ENTRY CHECK LIST

( ) **Poems** Up to three separate works (all themes will be considered). **Poems must have been completed in the last three years, not been previously published and must be able to fit within a page size of 6" x 7" if selected.** Type or neatly write the poems, each on a separate page. Number the poems according to the entry form (i.e., entry #1, #2, #3). Write your name and contact info including address, phone and email on the BACKSIDE of all poems submitted. **Only your poems should be on the front side of the paper.**

( ) **Statement** Include a neatly printed or typed bio/statement on the back of the entry form, ca. 50 words to be printed in the datebook.

( ) **Entry Form** Complete entry form in its entirety. Type or print clearly. **Include your phone number and email if you have one.** Detach and return with poems, statement, fee and your self-addressed, stamped envelope.

( ) **Entry Fee** \$5 non-refundable entry fee. Check or money order payable to Woman Made Gallery. Entry fees from countries outside the USA need to be paid with International Money Order. Please consider a \$1 contribution to WMG's Entry Fee Scholarship Fund. This will benefit women writers who cannot afford the entry fee. You can qualify for the Entry Fee Scholarship by sending a letter demonstrating your need.

( ) **SASE** Please include a self-addressed, stamped envelope for notification. WMG will not return poems.

( ) **WMG membership (optional)**

( ) **Please do not send any unrequested material!**

## GALLERY RESPONSIBILITIES

1. WMG is responsible for calendar design, printing and promotion of the calendar.
2. WMG will not use the selected poems for any publishing or printing purpose other than the HER MARK 2004 Datebook and its promotion.
3. WMG will hold a Release Party & Reading on Sunday, Oct 19, 2003 at the Gallery.
4. WMG will send datebook order forms and invitations announcing the Release Party to its 2000-person mailing list and provide poets with forms and invitations to distribute.
5. WMG will sell the datebook in its gift shop and during its annual Holiday Bazaar in December.
6. WMG will distribute datebooks to sell in local Chicago stores and select bookstores nationwide.
7. WMG will provide selected poets with two complimentary HER MARK 2004 datebooks.
8. For selected poets who choose not to include their contact info in the datebook, WMG will serve as the contact liaison and forward to the poet contact information for any parties interested in their work.

## POET'S RESPONSIBILITIES

1. Each HER MARK 2004 poet retains the copyright of her work, however poets must grant WMG one-time publication rights for their poem. This includes use for publicity and promotion of the datebook. WMG would appreciate the mention HER MARK 2004 in subsequent publications of selected poems.
2. Poets must be professional and cooperative in adhering to WMG's guidelines.
3. Poets are responsible for expenses of mailing order forms to their own mailing list.
4. No royalties of any sort will be given to the poets for sales of the datebooks.
5. Selected poets are invited to participate in a Reading during the HER MARK 2004 Release Party at the Gallery on Sunday, October 19, 2003 from 2-4pm. While not a requirement, it's a great opportunity for exposure!

### **Agreement:**

Poet's Signature on entry form gives poet's consent to all conditions specified in this prospectus.

## HER MARK 2004 WORDS Entry Form

Please print legibly and return this form with poems, statement, fee and SASE. Do not send any unrequested material.

NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_  Check here if you added \$1 to your entry fee to help the Entry Fee Scholarship Fund

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

List your entries below. On separate sheets of paper (one for each poem), type or neatly print your poems consecutively. Number your poems according to the entry form (#1, #2, #3). Include your name and contact information including address, phone and email on the **back** of all sheets submitted. **Only your poems are to be on the front side of the paper.** Poems must have been written in the past three years, not been previously published and be able to fit within a page size of 6" x 7" if selected.

1. TITLE: \_\_\_\_\_

2. TITLE: \_\_\_\_\_

3. TITLE: \_\_\_\_\_

**Agreement:** Signature gives poet's consent to all conditions specified in this prospectus.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Total Number of Poems Included: \_\_\_\_\_

