Confirmation of Insurance

Per your grant acceptance form, your library has agreed to add an insurance rider in the value of $35,000 on your insurance policy for the time the exhibit is at the host site, or arrange to have the exhibition insured under the host site’s comprehensive insurance for $35,000, and to provide a certificate of insurance or letter from an authorized insurance agent to the ALA Public Programs Office no later than 45 days prior to the exhibit opening day at the host site. Sites should insure the exhibition for ten days prior to and ten days following the exhibition display dates.

Insurance Form

Upload your completed insurance form here.
Permitted file types: pdf, doc, docx, rtf, xls, xlsx, csv, jpg, jpeg, png, gif, tif, tiff, ppt, zip

To upload a file, click “Choose File.” After you have selected a file, click “Upload” to attach it. Maximum file size is 10 megabytes.

Required Programs

Please confirm your plans for both required public program you plan to present. Format dates as mm/dd/yyyy. Presenter information is optional.

First Required Program

Title

Program Date (mm/dd/yyyy)

Presenter (name/title/affiliation) Location

Program Description
Second Required Program

Title

Program Date (mm/dd/yyyy)

Presenter (name/title/affiliation) Location

Program Description

Optional Programs

Please describe any additional programs you will present with a separate entry. You may add as many programs as you wish. If you have no plans for additional programs, click Proceed to move on to the next page.

Add programs to the table below.

Add a program? Yes [ ] Add/Save

To add a program, select this checkbox, and click “Add/Save.” Any changes you have made above will be saved, and a new program will be created.

Upload Publicity Materials and Finalize

Please upload a copy of your publicity materials here. As a reminder, all publicity materials MUST include the credit line below. Also, please use sponsor and funder logos wherever possible. All publicity images must be accompanied by the ownership credits provided with the image. See the site support notebook for more information.

The U.S. National Library of Medicine (NLM) developed and produced Native Voices Native Peoples’ Concepts of Health and Illness. The American Library Association (ALA) Public Programs Office, in partnership with NLM, tours the exhibition to America’s libraries.

Publicity Materials

Upload samples of your publicity materials here.

Permitted file types: pdf, doc, docx, rtf, xls, xlsx, csv, jpg, jpeg, png, gif, tif, tiff, ppt, zip

To upload a file, click “Choose File.” After you have selected a file, click “Upload” to attach it. Maximum file size is 10 megabytes.

File

Choose File No file chosen

Upload

Save: Use this button to save your work at any time.

Review: When you are finished, click here to review your pre-exhibit form and submit it.