



CITY OF ROCKFORD POET LAUREATE

APPLICATION GUIDELINES

Application Requirements

The following four items are required as part of each Poet Laureate application:

1. **Biographical sketch, résumé, or curriculum vitae**, not to exceed one page, which includes any special honors, awards, fellowships, or other recognition
2. The submission should consist of a **work sample** (published or unpublished) of up to 3 poems, not to exceed 5 pages, with no more than one poem per page. The work sample may be type-written or audio. If written work, the sample must include a cover sheet with the applicant's name and a list of poetry titles and content. The work sample may contain information that indicates where the poem has been published or performed or if it has received any awards for merit. The poems submitted should be of the highest quality and can be from any time period.
3. If you submit an audio work sample of up to 3 poems instead of a written one, you may also submit a transcript of the poem(s) performed, not to exceed 5 pages as stated above.
4. A **narrative**, not to exceed two (2) pages, describing
 - a) why the nominee wishes to be considered
 - b) what the nominee would hope to accomplish during the two-year term as the City of Rockford Poet Laureate
 - c) the theme to be explored during the initial year of service
 - d) ideas for any special projects related to the position

***PLEASE NOTE THAT THE ITEMS SPECIFIED IN SECTIONS 2, 3, AND 4 ABOVE MUST BE IN 12-POINT FONT, WITH 1" MARGINS ON ALL SIDES, AND FORMATTED TO FIT 8 1/2" X 11" PAPER (NO PHOTOCOPIES FROM PUBLICATIONS WILL BE ACCEPTED).**

Selection Criteria

- Have a prior record of high-quality, published, or documented work
- Ability and willingness to conduct the public engagement duties of the office
- Demonstration of excellence in nominee's artistic work
- Capacity to foster public appreciation of and participation in poetry through readings, public presentations, and/or teaching in diverse communities
- Ability to advance poetry in the Rockford Region as evidenced by an established history of activity in Rockford's literary community through readings, publications, public presentations, and/or teaching
- Agree to the conditions and term-length of appointment
- Recommendation letters are not appropriate and will not be considered
- Failure to provide all required materials results in automatic ineligibility

Selection Process

1. The City of Rockford Poet Laureate Committee will review all submitted nominations and select at least three (3) semi-finalists.
2. Each semi-finalist will be interviewed in person by the City of Rockford Poet Laureate Committee, which will make a recommendation to Mayor Thomas McNamara.
3. The City of Rockford Poet Laureate Committee will select the City of Rockford Poet Laureate, subject to approval by Mayor Thomas McNamara.
4. The City of Rockford Poet Laureate will be notified when Mayor McNamara approves the selection to bring before the City Council.
5. Mayor McNamara will induct the City of Rockford Poet Laureate and City of Rockford Youth Poet in January 2023.

Expectations of the Position

The City of Rockford Poet Laureate is expected to:

- Celebrate the written and spoken poetic voices of City of Rockford residents by using the appointment as a platform from which to illuminate not only their own work but also the work of other writers in the Rockford Region
- Contribute to the growth, access, and awareness of poetry throughout the Rockford Region
- Encourage both the reading and writing of literature
- Use the art of poetry to enlighten, educate, entertain, transform, and inspire established and emerging generations of literary artists and readers of literature
- Participate in at least 4 literary events and 4 educational programs in schools in the region
- Promote poetry and the City of Rockford Poet Laureate position via official social media accounts
- Prepare and provide a written report of activities every six months to the City of Rockford Poet Laureate Committee
- Create a substantial new work commemorating the City of Rockford through works that speak to, for, and of the Rockford Region
- Collaborate with other city and state Poets Laureate, including the City of Rockford Youth Poet and the State Poet Laureate, when possible

