



Poetry Ireland Book Launches

Subject to approval by the Director, Poetry Ireland is happy to accommodate poetry book launches at the Damer Hall/Unitarian Church under the following conditions:

- Poetry Ireland's programme is organised at least two months in advance and *Poetry Ireland News* appears bi-monthly: Jan/Feb, Mar/Apr, May/June, July/Aug, Sept/Oct, Nov/Dec. For advertising purposes, book launches need to be organised well in advance of these deadlines.
- Available nights for launches are usually weekdays Tuesday through to Thursday @ 6.30 p.m. Launches must finish no later than 9 p.m.
- As well as full billing in our newsletter and website, we will send out reminders to our e-mail list. Poetry Ireland will not post out individual invitations but publishers are welcome to do so.
- When a launch has been agreed, publishers should send relevant author/book photos to publications@poetryireland.ie.
- The author or publisher should arrange for someone to launch the book.
- In the case of a Poetry Ireland staff member launching the book, the book or a PDF of the book must be provided well in advance of the launch date.
- Poetry Ireland does not pay authors for launches.
- Poetry Ireland will supply the venue free of charge and provide staff to assist in the event with the exception of selling books, this is the responsibility of the publisher.
- Poetry Ireland does not take a percentage from sales in books unless the publisher is not in a position to provide someone to sell books on the launch night.
- Poetry Ireland will supply glasses and wine for launches at a cost of €120 per event. This fee needs to be paid in advance.
- Poetry Ireland reserves the right to turn down requests for launches.

To request a launch date or for further information

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