



Poetry Ireland
*Partnership
& Funding
Requirements*

Poetry Ireland

Partnership & Funding Requirements

Expectation of equality and fairness

As the all-island organisation for poetry, Poetry Ireland's priority is to connect people with poetry. To succeed in this mission, we are working on an ongoing basis to ensure that our events and opportunities are open to all people, regardless of class, disability, race/ethnicity, or gender/sexuality.

When we provide financial or promotional support to an event, or when an event takes place in our performance space, we are asking our partners to join our pursuit of this goal by taking the following steps:

- Ensure the proper remuneration of poets/lecturers/artists, including travel costs. For more information on best practice around literature fees, please see this [Rate of Pay Chart](#).
- Make every effort to ensure that women, members of the LGBTI+ community, working class poets, poets belonging to minority ethnic/religious groups, or poets with disabilities are being fairly and equitably represented.
- Communicate clearly with artists about the venue and expected audience size, the tone and length of the event, the time frame around payments, and any other relevant details in advance of the performance. [Read more](#).
- Be non-discriminatory in nature and provide reasonable accommodations for those with disabilities in compliance with the [Public Sector Equality and Human Rights Duty](#).
- Poetry Ireland is committed to a child-centred approach to our work with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/

young person is paramount. Events involving children which take place in Poetry Ireland, or in partnership with us, must meet the requirements of our Child Protection Policy.

Read our [Child Protection Policy](#).

- Consider the steps that can be taken to ensure that audience members from a wide variety of backgrounds are made to feel welcome and comfortable at events.

A note on accessibility

Our performance space at 11 Parnell Square is on the ground floor of a Georgian building. Providing universal access to the building is the major priority in our plans for the building's renovation. Until we have raised the funds to carry out these works, the building may pose access challenges to people with limited mobility. Most notably there are steps up to the front door, our ground floor toilets are not wheelchair accessible and there is no lift access to upper floors. We can, however, provide parking and wheelchair access at the rear of the building, and we ask that visitors with specific access requirements email us at info@poetryireland.ie or call us on +353 1 678 9815 before attending. We will endeavour to provide assistance in any way that we possibly can.

Event Promotion

How we can help you

Poetry Ireland offers promotional support for events taking place in our performance space in Parnell Square as well as for events we support in other locations. This usually includes:

- Inclusion of your event in the What's On section of poetryireland.ie
- Inclusion of your event in email marketing campaigns
- Online box office service
- Support on our social media channels
- Inclusion in press releases and PR campaigns (where possible).

How you can help us

To help us promote your event we kindly request that you provide us with **confirmed performance details at least 8 weeks before the event**,

ideally, or 4 weeks before the event at a minimum. This information should include the following:

- Date, time, duration, venue & ticket price
- Performer names & biographies
- A paragraph about the nature of the event, who it might be of interest to, and if its suitable for children to attend.
- Press reviews of the performers or event (where possible)
- A high-resolution image (usually around 1MB in size is adequate).

Please send all event information to Muireann Sheahan, Poetry Ireland's Communications Manager at media@poetryireland.ie.

Ticketing

For events and launches taking place in our venue, we strongly recommend using Poetry Ireland's Eventbrite ticketing site to manage all your ticketing and guest lists, even for free events. We will be happy to set this up for you on receipt of confirmed event details and can provide weekly bookings updates on request.

It is our policy to allow anyone who requires a companion to facilitate their visit to Poetry Ireland to obtain one free ticket for a person accompanying them. Concession tickets for people with disabilities should be available in most cases.

Please contact Muireann Sheahan at media@poetryireland.ie or on + 353 1 678 9815 if you'd like to discuss in more detail.

Acknowledgement

As a part of our collaboration or support, or as the venue in which your event will take place, we ask that you include our logo* on all promotional materials, including but not limited to:

- Websites
- Social media (please tag us where appropriate - @poetryireland on Twitter and Instagram and @poetryireland.eigseeireann on Facebook)

- Event programmes, brochures, newsletters, invitations, flyers, posters, educational materials, reports and all printed or electronically produced publicity materials
- Films, trailers and other media
- Press releases (text acknowledgement)
- In person, as part of introductions or announcements at events.

*Where space severely restricts the use of the logo, please use an appropriate text acknowledgement line

Using the Poetry Ireland logo

Event promoters and partners can download versions of the Poetry Ireland logo [here](#).

Download our Logo Guidelines [here](#).

- Always use an official version of the logo, the colour version where possible
- Never distort the logo in any way
- Use common sense and ensure plenty of clear space around the logo
- Reproduce at a clearly legible size
- Keep the logo well away from the edge of any page
- Use the best logo for purpose – it must be clear against any background.

Please send a copy of all relevant publicity materials to Muireann Sheahan at media@poetryireland.ie.

Contact

Do not hesitate to contact Poetry Ireland with any questions or concerns about our partnership and funding requirements. You can reach us by phone at +353 1 678 9815 or send email to media@poetryireland.ie.