

**City of Laredo  
Poet Laureate  
2021-2023  
Nomination Form**

Self-Nominated Yes No

If No, nominated by \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Nominee Name \_\_\_\_\_

Nominee Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Nominee Phone Number \_\_\_\_\_

Nominee Email \_\_\_\_\_

**NOMINATION FORM MUST BE SUBMITTED WITH THE FOLLOWING**

The following items must be submitted with the nomination form in order for the nomination to be considered complete:

Nominees:

- Biographical information - limit to one (1) page
- Community involvement, engagement with the public, and/or social action - limit to one (1) page
- Resume or curriculum vitae - limit to two (2) pages
- Bibliography of published works if applicable - limit to three (3) pages
- Samples of original poetry or spoken word manuscripts - limit samples to five (5) pages, no more than one poem per page
- Previous Awards and/or recognitions - limit to one (1) page

Please answer the following question: Why do you believe you or this poet merits the title of Laredo Poet Laureate? Limit your response to two (2) pages.

*References are welcomed but not required.*

**City of Laredo**  
**2021-2023 Poet Laureate Nomination Guidelines**

The City of Laredo is seeking nominations for the position of Laredo Poet Laureate for the 2021-2023 term. The Poet Laureate is an honorary position whose role is to promote the literary arts and literacy within the community and create a greater appreciation of the poetic arts through the reading and writing of poetry.

The individual selected will serve a two-year term and will receive an honorarium of \$1,500 per year. The Poet Laureate is expected to generate public interest in the literary arts and pursue the preservation of the art of poetry. The poet laureate will work with community groups, local schools, libraries, seniors, other literary groups and the City of Laredo to promote programming and projects in literary arts, specifically poetry.

Work read and created for the City of Laredo by the poet laureate during their term should highlight the diversity, uniqueness, and beauty of Laredo.

The poet laureate retains the rights to work created during their term. However the City of Laredo reserves the unrestricted right to reprint work used in an official capacity during this term either online or in print.

**Background**

The concept of a Poet Laureate originated in England in the 1600s. The title, Poet Laureate, dates back to the ancient Greeks and refers to the tradition of placing a laurel wreath or crown as recognition for significant achievements in literature or the arts.

The United States Poet Laureate was established in 1937. Texas has appointed a Poet Laureate since 1932. Many U.S. cities also currently have a Poet Laureate program. Each municipality establishes guidelines and criteria for the selection of its Poet Laureate and their duties. On August 19, 2019 the City of Laredo approved the Fine Arts & Culture Commission initiation of a City of Laredo Poet Laureate Program. This is the first year that Laredo is recognizing and appointing a Poet Laureate.

**Duties**

The City of Laredo Poet Laureate will serve a two-year term. Duties include:

- Conduct a least four public readings of original poetry each year. One public reading or unique program is requested for the month of April (National Poetry Month) to enhance awareness of poetry in schools, libraries, and the community at large.
- Participate in a minimum of one (1) City sponsored event for each year of service.

- Compose poetry for special occasions and ceremonial purposes as requested by the mayor and/or City of Laredo City Council and/or the Fine Arts and Culture Commission.
- Create positive community connections to promote poetry.
- Assist in celebrating and inspiring the reading and writing of poetry in our community.

The duties will be completed at no additional honorarium. The City is unable to provide support to the Poet Laureate for travel expenses, including hotel accommodations, transportation cost, or per Diems for appearances outside of Laredo. This includes appearances at non-city related conferences, educational institutions readings, etc.

### **Eligibility**

Nominees must meet all of the following requirements:

- Have a compelling portfolio of work
- Have an established history of activity in the Laredo community, i.e. readings, publications, public presentations and/or teaching
- Be regarded as a local expert in the field of literary arts. Professionals in literary arts might have received awards, demonstrated involvement in local literary arts groups and have published literary work, ideally in the field of poetry
- Ability to make positive community connections
- Be a current resident of Laredo and have lived in Laredo for at least three (3) years prior to the application with continued residency during the term of service.
- Pass a standard background check

### **How to Nominate**

Nominations forms may be picked up at the City Secretary's Office, at the City Hall Building, located at 1110 Houston Street, 3<sup>rd</sup> floor, Laredo Texas 78040 or may be obtained online at: [www.cityoflaredo.com](http://www.cityoflaredo.com).

Nominations must be submitted beginning October 1, 2020 and ending October 30, 2020 at 4:00 p.m. Central Time

Nominations will be accepted by email, in person, or by mail postmarked by the deadline.

Submissions delivered in person must be date-stamped at the City Secretary's Office, at the City Hall Building, located at 1110 Houston Street, 3<sup>rd</sup> floor, Laredo Texas 78040

Email: [msoliz@ci.laredo.tx.us](mailto:msoliz@ci.laredo.tx.us)

Mailing Address: Poet Laureate Nomination, City Secretary's Office, 1110 Houston Street,  
Laredo, TX 78040

**Nomination must contain the following:**

- Completed nomination form
- Biographical information for Poet Laureate nominee - limit to one (1) page
- Nominee's community involvement, engagement with the public, and/or social action - limit to one (1) page
- Resume or curriculum vitae for Poet Laureate nominee - limit to two (2) pages
- Bibliography of published works if applicable - limit to three (3) pages
- Samples of original poetry. Spoken word manuscripts may be submitted - limit samples to five (5) pages, no more than one poem per page
- Awards and/or recognitions - limit one (1) page
- Response to the following questions: Why do you believe you or this poet merits the title of City of Laredo Poet Laureate? - limit to two (2) pages)

*References are welcomed but not required.*

**Review Process**

All nominations will be screened by the Library Department to ensure completeness. Incomplete nominations will not be considered. Eligible candidates will be reviewed by the Fine Arts & Culture Commission. The Commission will rank the candidates based on the nomination packet submitted. A recommendation will be made by the Commission to the City of Laredo City Council who will formally appoint the Poet Laureate at a City Council Meeting in December 2020.