



HUMANITIES
KANSAS

presents a

Declaration Conversation

Orientation Meeting

January 8, 2026

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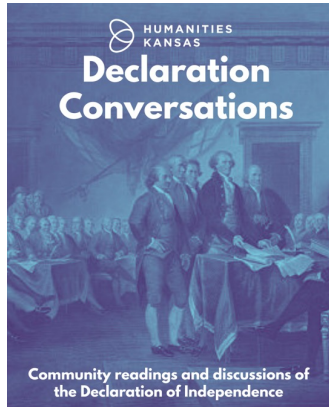
Happy 250th!

- ▶ Declaration Conversations are part of HK's Declaration at 250 initiative to commemorate the 250th anniversary of the signing of the Declaration of Independence.
 - ▶ One-hour INTERACTIVE event. Includes presentation, readings of excerpts of the Declaration of Independence, and a facilitated discussion
 - ▶ Part of other HK Declaration at 250 events, including the *Declaration 1776: The Big Bang of Modern Democracy* traveling exhibition
 - ▶ Support provided by the Kansas Arts Commission and the United Methodist Health Ministry Fund



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About Declaration Conversations



The PowerPoint and companion script were written by Dr. Chris Childers from Pittsburg State University who has an area of expertise in colonial and revolutionary history.

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What happens at a Declaration Conversations event?

- ▶ Local hosts introduces facilitator (introduction provided)
- ▶ Facilitator presents a PowerPoint overview of historical events leading up to the Declaration of Independence
 - ▶ The PowerPoints and script should not be modified by either the local coordinator or the facilitator. However, facilitators are encouraged to make the script their own and are not required to read the script word for word.
- ▶ Readers read excerpts of the Declaration of Independence out loud
 - ▶ Script of excerpts is provided
- ▶ Facilitator leads a discussion
 - ▶ All Declaration Conversations must be nonpartisan. It is the responsibility of the facilitator to redirect the conversation, when necessary.
- ▶ Everyone gets a copy of the Declaration of Independence to take home

The event is interactive and everyone attending is encouraged to participate as a reader or in the discussion.

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What do I need to do before the event? Facilitators & Hosts

- ▶ Facilitators and local host should touch base before the event
 - ▶ Room setup
 - ▶ Equipment
 - ▶ Logistics
 - ▶ Other information (ex: there's a dinner after the event)



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What do I need to do before the event? Local Hosts

- ▶ Recruit Readers
 - ▶ The planner will need to recruit six readers to read portions of the Declaration of Independence out loud at the event.
 - ▶ Each reader will be assigned a role as Reader 1, Reader 2, Reader 3, and so on.
 - ▶ The selection should be done in advance and a copy of the Declaration of Independence excerpt script given to the readers for practice.
 - ▶ A practice run-through with all readers is encouraged.
 - ▶ Readers should be comfortable using a microphone and speaking in front of a group. You might think about people who serve as readers at their church, teach, or others who enjoy public speaking.

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What do I need to do before the event? Local Hosts

- ▶ Set up the event
 - ▶ Supplies Needed
 - ▶ Copies of the Declaration of Independence. Humanities Kansas will mail these to you before the event.
 - ▶ Script for readers containing excerpts from the Declaration of Independence
 - ▶ Laptop and Projector - Test to ensure PowerPoint can be opened and that project is connecting to laptop
 - ▶ Microphone
 - ▶ Set up the room

Local hosts: You can set up the room however you like, but this is HK's recommendation so everyone can see and hear.

 - ▶ The room should have a podium for the facilitator and six chairs for the readers.
 - ▶ The readers can remain in the audience until after the facilitator's presentation. Then, when it's time to do the readings, they can move up to the front of the room.
 - ▶ There needs to be at least one microphone centrally located so readers can step forward to read their parts.
 - ▶ There also needs to be a computer, projector, and screen set up for the facilitator's PowerPoint demonstration.

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What do I need to do before the event? Local Hosts

- ▶ Pay Booking Fee (\$100)
- ▶ Sign Agreement

The Declaration Conversation event is not confirmed until HK receives the \$100 booking fee from the sponsor organization.

Local hosts: Please let us know if you're not sure if you've paid.



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What happens if we need to cancel or reschedule the event?

- ▶ Facilitator and local host should contact one another. Event can be rescheduled.
- ▶ Notify HK immediately of the date change.
- ▶ Notify public via social media and website. HK will do the same.
- ▶ If event cannot be rescheduled, HK will reimburse program fee.



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Promote Your Event

- ▶ Press release template and photo on HK website
- ▶ Introduction on HK website
- ▶ Social media graphic and Canva link on HK website
- ▶ HK's calendar of events and social media
- ▶ If you create a Facebook event, add HK as a co-host
- ▶ <https://www.humanitieskansas.org/grants-programs/promote-your-declaration-conversation-event>



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After the Event Local Hosts

- ▶ Tell us how it went!
 - ▶ Submit final report
 - ▶ You will receive an email reminder and it's available in your applicant dashboard
- ▶ Send photos
- ▶ <https://www.humanitieskansas.org/grants-programs/speakers-bureau-documents-and-forms>



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After the Event Facilitators

- ▶ Tell us how it went!
 - ▶ Submit facilitator evaluation
 - ▶ This will serve as your invoice for payment.
 - ▶ HK pays fees via bill.com. For new facilitators: You will be sent instructions for registering after you submit your first invoice
- ▶ <https://www.humanitieskansas.org/grants-programs/speakers-bureau-documents-and-forms>



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Can students participate? Both in the event and as readers.

Yes!

Students are welcome to participate in this event.

Please note that *Declaration Conversations* cannot be presented in K-12 classrooms or on a campus.



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Website Resources

- ▶ Plan Your Event: <https://www.humanitieskansas.org/grants-programs/plan-your-declaration-conversation-event>
- ▶ Promote Your Event: <https://www.humanitieskansas.org/grants-programs/promote-your-declaration-conversation-event>
- ▶ PowerPoint and Script: <https://www.humanitieskansas.org/grants-programs/declaration-conversation-toolkit>
- ▶ Final Reports and Evaluations: <https://www.humanitieskansas.org/grants-programs/speakers-bureau-documents-and-forms>

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