

Poet Laureate's Scope of Work

Agreement C46360, October 1, 2023 – September 30, 2026

3. Terms.

3.1. Services. Section 2 of the Agreement is hereby amended in its entirety to read as follows:

- City Poet Laureate is responsible for coordinating with City staff and Palm Desert Library staff to schedule work and shall keep City staff apprised on the progress.
- City Poet Laureate shall attend Cultural Arts Committee meetings in September, January, and May each year to provide updates on the Scope of Services.
- City Poet Laureate shall organize two monthly events from November to April for individuals aged 16 and above at the Palm Desert Library, including the following elements:
 - Poetry and writing techniques
 - Writing sessions
 - Sharing of work
- City Poet Laureate shall host an annual special event in April for National Poetry Month.
- City Poet Laureate shall plan and execute youth events from November to April.
- City Poet Laureate shall perform at a maximum of four City of Palm Desert events.

The scope of services is subject to change based on needs, with any adjustments requiring approval from the City.