



## PROGRAM PROPOSAL FORM

Our library is committed to providing a wide range of programs and services to meet the diverse needs of our community. If you have skills or knowledge to share, we'd love to hear from you.

*Please fill out the form below, providing as much information as possible.*

- Programs are generally planned and booked 2-3 months in advance.
- Staff will consider a number of factors when planning programs, including audience, topic, space, and demand.
- We will contact you when/if your program is something that meets our current needs.
- All program presenters requiring payment must submit a W-9 form at the time of booking.
- Programs and classes may not directly promote any for-profit product or service.
- Presenters will not be allowed to sell goods without prior approval of the library.

Name: \_\_\_\_\_

Business Name, if applicable: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Credentials / Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you presented this program before? Where? \_\_\_\_\_

\_\_\_\_\_

Target audience: \_\_\_\_\_

Approximate length of program: \_\_\_\_\_

How much set up/clean up time will you need? \_\_\_\_\_

What would the library need to provide? (equipment, supplies, etc.): \_\_\_\_\_

\_\_\_\_\_

Do you charge a fee? If so, how much and is this negotiable? \_\_\_\_\_