



Library Sponsored Program Proposal Application

Today's Date: _____

PRESENTER

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____

Web site: _____ Email: _____

If the presenter represents an organization...

Organization: _____

Organization phone/website: _____

Contact name at organization other than presenter: _____

Contact email address: _____

PROGRAM

Name of Program: _____

Please check the type of presentation:

Lecture Panel Workshop Craft Author Presentation Performance Other _____

Program description: *(Use this space or attach additional sheets if necessary)* _____

What is your target audience? Children Teen Adult All Ages

Proposed Dates/Times: _____

Number of people you can accommodate in your presentation: _____

How long is the presentation? _____

Do you require a fee for your presentation? Yes/No If yes, amount? _____

Programs presented at the library must be free and open to all. If there are materials or supplies used as part of the program, they must be freely provided. In some cases, the library may be able to help by paying for those materials. Do you require a cost recovery fee for materials? Yes/No

If yes, amount: _____ Description of materials to be provided:

Have you presented this program before? Yes/No

If yes, where and when?

Experience / training / credentials in subject area(s):

Types of presentation equipment and/or audio-visual equipment needed (*Example: podium, table, projector*): _____

Supporting documentation enclosed (check all that apply):

program materials resume book cover image published reviews other

Other information you would like to provide: _____

Thirty minutes are allotted between sessions for setup/breakdown of presentations. Please advise if you will need additional time.

****** Library programs are not for commercial, religious, or partisan purposes or the solicitation of business. Items that are pertinent to the programs (i.e., books, musical recordings, etc.) may be sold at Library-sponsored events, such as author talks and musical performances. Purchase of materials will not be required for participation in Library programs. Presenters may not otherwise promote or solicit particular existing or future products or services during presentations or during the presenter's time in the library. Presenters cannot require the collection of contact information from program attendees. Presenters may provide their contact information so that attendees can voluntarily contact them after the program has concluded. ******

By submitting a proposal, I agree with the aforesaid statements.

Signature _____ **Date:** _____

Please note that this program will be subject to review. Submission of this form does not guarantee selection. This form will be kept on file, and we will contact you if your program is selected.

STAFF USE ONLY

Date Received: _____

Staff Comments:

Do you recommend this application for approval? Why/Why not?

Is there a staff member willing to be the program facilitator? Yes/No

If yes, Name: _____

Final Program Details: _____

Please submit the completed presentation proposal form to:

Head of Youth and Community Services
Keene Public Library
60 Winter Street
Keene, NH 03431
603-352-0157