



### Outreach Request Form

Submission of this form does not guarantee that the Library will be able to accommodate your request. The Library may require minimum notice to fill requests. The Library may not be able to accommodate all Outreach requests.

Contact person for this request \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact's email \_\_\_\_\_ Contact's phone \_\_\_\_\_

What is the proposed date & time of the service/event? \_\_\_\_\_

Who is the target audience for this event/service? \_\_\_\_\_

Where will the event/service occur? \_\_\_\_\_

Will the location be accessible to the general public? Yes / No    Is there a fee to access the site? Yes / No

If this event is outdoors, will the site offer electricity? Yes / No    Is the outdoor space covered? Yes /No

Are tables & chairs provided? Yes / No

#### Request Type

\_\_\_ Promotional Materials — The Outreach Team will create Library-related social media posts, flyers, website event listings, or other materials for distribution at your event.

\_\_\_ Event Attendance—The Outreach Team will promote Library services at your event and may offer an activity. Please note if there is an event theme.

\_\_\_ Collaboration on Event — The Outreach Team will provide planning and marketing support, as well as labor for the event. Please outline them in your proposal.

\_\_\_ Suggest an event or promotion you would like the Outreach Team to develop. Please outline details of your proposal here. Please include the Outreach Team's proposed role as well as what type of promotional support you envision.

Other information (attach more if necessary): \_\_\_\_\_

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#### Please submit to:

Amy Kraemer, Head of Youth & Community Services, [akraemer@KeeneNH.gov](mailto:akraemer@KeeneNH.gov)  
Keene Public Library, 60 Winter Street, Keene, NH 03431 603-352-0157