

**ULYSSES PHILOMATHIC LIBRARY
LIBRARY PROGRAM PROPOSAL FORM**

Thank you for your interest in providing a library program here at Ulysses Philomathic Library! Filling out this form is the first step in working with us. Before proceeding to the form, please note:

- Program proposals should be received two months in advance to guarantee staff capacity and ample time to publicize the program. We may make exceptions on a case-by-case basis as staff time and room availability allow.
- We reserve the right to conduct a background check on anyone who provides programs for children ages 18 and under.
- Due to the high volume of proposals, regular library programming, and our small staff size, we are not able to accept every proposal.
- We will strive to contact you within a week of receiving your proposal.
- If applicable, a performance payment or speaker's fee will be paid on the day of the program.
- For Art Exhibition Proposals, please see our website.

Program Name _____

Group or Performer Name _____

Contact Person _____

Phone _____ Email _____

Website address (if applicable) _____

What is the target audience of your program? Check all that apply

- Adult
- Teen
- School-age Children
- Children birth-five
- All ages/Families

What is the type of program you are proposing? Check all that apply

- Performer for audience
- Speaker for audience
- Presentation and facilitated discussion
- How-to class or workshop
- Arts & Crafts
- Club working toward a goal
- Other (please specify):

The Ulysses Philomathic Library is an educational and cultural resource center which strives to meet the informational, creative and leisure needs of all community residents. To that end, the library will provide a broad collection of materials and access to a wide network of contemporary resources and media.

Description of your program:

Your credentials/experience:

How does your program fit in with the above mission of Ulysses Philomathic Library?

Desired number of participants (minimum and maximum):

Will you require registration? YES or NO (circle one)

Program duration (in minutes):

What days and times will work best for your program?

What is your speaker or performer fee?

What are your space and equipment needs? Check all that apply

- Laptop
- Projector
- Microphones
- Camera
- Podium
- Outlets/extension cord
- Sink/water access
- None of these

How will you help us publicize your program?

Is there anything else you'd like to add?

Thank you!

Please turn in completed forms at the library's front desk or email to director@trumansburglibrary.org