

Morrison-Talbott Library

Presenter and Program Proposal Form

If you are interested in presenting a program or suggesting a program topic at the Library, please read through the following information and complete the proposal form. Program proposals must be submitted a minimum of three (3) months prior to the estimated date of the program.

Reasons to program with your library include:

- Supporting literacy of all kinds for everyone.
- Providing public space for in-person dialogue on community topics.
- Increasing collaboration between organizations and within the community.
- Facilitating opportunities for educational or cultural growth.
- Offering opportunities for human connections.

Program requirements include:

- Alignment with the library's mission, vision and goals.
- Presenter's demonstration of expertise in content area.
- Connection to other community programs or initiatives.
- In support of community needs and interests.
- Historical, educational, informational and/or cultural significance.
- Relevancy to the library's collection, resources, exhibits or other programs.
- Achievement of its desired outcome and collective impact.
- Availability of funding and potential impact to library budget.
- Availability of space for program and parking.

In addition, the Library requires the following:

- Copyrighted works (music, video, artwork) shall not be used without proper permission from the creative owner (performance license, copyright permission).
- Presenters grant the Library permission to use images, video or audio from the program taken by Library staff for library promotional purposes. Programs may be recorded in their entirety and reposted to social media platforms of the library's choosing in perpetuity or for a predetermined, agreed-upon timeframe.
- Programs must be delivered as outlined in the program proposal. Any changes to the program must be pre-approved by the Library Director. Failure to do so will result in limitation and/or prohibition of future program participation, at the discretion of the Library Director and Library Board of Trustees.

Your program proposal should reflect the above-outlined considerations. Morrison-Talbott Library does not solicit program proposals but welcomes program suggestions. Decisions regarding third-party program proposals will be made using the Morrison-Talbott Library "Library Program Policy."

By submitting the following proposal, you acknowledge that you have read and agree to the above program guidelines.

Name: _____

Email: _____

Contact phone: _____

Website: _____

Social media: _____

Title of proposed program: _____

Description of program (2-3 sentences):

Targeted age group (families, toddlers, pre-K, Grades K-5, Grades 6-8, Teens, Adults, Older Adults, All, etc.):

Anticipated attendance: _____

Proposed length of program: _____

Proposed date and time of program: _____

Costs of program (detailed):

Are you willing to present this program virtually using Zoom? _____

Anything else you would like to share or feel we need to know about your proposed program:

Please list your qualifications if you are the presenter of this proposed program (including educational and professional experience relevant to the content of the program). Feel free to include a professional resume.