

# PROPOSAL FOR LIBRARY PROGRAM

The Yonkers Public Library welcomes proposals and suggestions for programs and performances to be presented in its branches. Preference will be given to programs that support and highlight the Library's mission, services and collections. Please provide as much information as possible about the program you are interested in presenting. Please bear in mind that not every program will be approved. **You will be contacted if the program meets our guidelines and fits into our schedule and budget.**

*[Please PRINT]*

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX #: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Is this organization not-for-profit?  Yes  No

Choose one or more Yonkers Public Library Branches where you would like to present your program:

Riverfront Library  Grinton I. Will Branch  Crestwood Branch

Proposed Date or Dates of Program: \_\_\_\_\_

Proposed Beginning and End Time of Program: \_\_\_\_\_

Title of Program: \_\_\_\_\_

How many people would you expect to attend the program? \_\_\_\_\_

For what age group is the program intended? (Check all that apply)

All ages  Children 0-5  Children 6-12  Teens  Adults

Would rehearsal space be required prior to the program?  Yes  No

Would there be a charge to the library for you to present the program?

Yes

No

If yes, how much? \_\_\_\_\_

In the space below, please provide as much information as possible about the subject and format of the program (e.g., 1 hour film about the ecology of the Hudson River followed by 1 hour of panel discussion). You may attach additional sheets if necessary to provide more information. You may also attach flyers or other materials that would help us evaluate the program.

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Do you have credentials or previous experience that would qualify you to present this program? Please list your qualifications. You may also attach a résumé or a flyer from a previous program that you have presented.

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Would any special equipment be needed for the program (e.g., LCD projector, microphone, etc.)? Please provide a detailed list. You may attach another sheet if necessary.

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Would food be served at the program? If so, please provide specifics:

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Has a member of the library staff already agreed to sponsor this program?

Yes

No

If yes, please provide the staff member's name: \_\_\_\_\_

Would the library be expected to do publicity (flyers, press release, mailing) for the program?

Yes

No