

## PROGRAM PROPOSAL FORM

Thank you for your interest in presenting a program at Goshen Public Library.

Programs are planned quarterly, 3-6 months in advance. Due to the high volume of proposals, the library must be selective in what we sponsor. The library looks for programs that benefit the informational, cultural and recreational needs and interests of our community and help support the library's mission.

If you would like to suggest a program, fill out this form with as much information as possible. While all fields are optional, the more detail you provide helps give a better understanding of your program.

The library **cannot** respond directly to each inquiry. All submissions will be directed to the appropriate staff member and kept on file. **If the library has further questions or is interested in your program the library will contact you.**

If you would like to present this program without library sponsorship, please read our [Meeting Room Policy](#) and submit the Room Reservation Form.

### YOUR INFORMATION

Name:	
Organization:	
Email:	Phone:
Website:	
Presenter Bio/Credentials:	

### PROGRAM INFORMATION

Topic:
Audience: <input type="checkbox"/> Children <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Families/ all ages
Description:

How does this support the library's mission?

Fees:

Have you ever presented this program at a public library before?

Where have you presented this program before?

#### COMMENTS

YOU MAY ATTACH SUPPORTING DOCUMENTS FOR YOUR PROPOSED PROGRAM SUCH AS FLYERS OR POWERPOINT SLIDES