

Silver Falls Library Multiple Program Proposal Form

Library Programs

Programming is a vital component of library service that provides learning and entertainment opportunities to meet the informational, educational and recreational needs of the community. Programs expand the Library's role as a cultural and community center, support and respond to community interests, and introduce attendees to the Library's resources and materials. We welcome expressions of interest from community members and experienced instructors who are interested in presenting programs at the Library.

Presenter and Performer Expectations

Conflicts of Interest

Library programs are not an opportunity to promote a business or service. The purpose of Library programs should be educational, not promotional. Presenters shall not actively promote their businesses during library programs. Brochures, flyers and business cards may be made available to attendees at an informational table but should not be included in presenter handouts.

Authors and performers may sell their books, CDs and DVDs at Library programs as long as 10% of their sales are donated to the Friends of the Silver Falls Library. The Library will not provide staff support for selling of materials.

Planning

Planning for library programs begins four to six months before a program occurs. Community members wishing to propose programs for addition to the calendar of events should complete and submit the program proposal form at least four months prior to the desired program date. All applications will be considered. However, the submission of an application is not a guarantee that the program will be scheduled. You will be notified within two weeks from the date of submission as to whether your program can be scheduled.

Complete the Multiple Program Proposal Form

Return the Program Proposal Form to the library Reference Desk, or mail to:

Silver Falls Library
410 S. Water St.
Silverton, OR 97381

Questions? Call the Reference Desk at 503-873-8796.

Silver Falls Library Multiple Program Proposal Form



Name: _____

Email: _____

Phone: _____

Website: _____

Title of Program: _____

Detailed Description of Program:

Please describe how this series of programs will enhance the cultural and/or educational aspects of our community:

Name(s) of presenters(s). Please include education/degrees, training, certifications, and/or experience the presenters have that make them qualified to present on the program topics:

Max Number of Attendees or Class Size _____

What are your space/equipment needs for this program?

Target Audience (check all that apply):

- Children Teens Adults Family (children/adults)

Program duration: 60 minutes 90 minutes Other _____

Set-Up/Take-down time needed:

30 minutes (before/after program) 60 minutes (before/after program)

other _____

Preferred date/time/day of week for program. (Select all that apply)

Morning (between 10:00am-Noon)

Tuesday Wednesday Thursday Friday Saturday

Afternoon (between Noon-6:00pm)

Tuesday Wednesday Thursday Friday Saturday (between Noon-4:00pm)

Evening (between 6:00pm-8:00pm)

Tuesday Wednesday Thursday

Circle each month the program will be hosted:

January February March April May June July August September

October November December

Please provide any additional information to help us evaluate your program proposal:
