

## **Silver Falls Library 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 Program Proposal Form (see back)**

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 Program Proposal Form



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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

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

Description of Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Program (check one):

- Books & Reading       Technology       Personal Enrichment       Hobby & Leisure  
 Education/Lifelong Learning       Performing Arts       Other \_\_\_\_\_

Target Audience (check all that apply):

- Children     Teens     Adults     Family (children/adults)

How long is this program/performance? \_\_\_\_\_

Max Number of Attendees or Class Size \_\_\_\_\_

What are your space/equipment needs for this program?

\_\_\_\_\_

What dates/days/times are you available to present/perform?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you require compensation for this program, please state the expected rate of pay:

\_\_\_\_\_

Reference and/or program sample (i.e CD, DVD, website):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_