Bacon Memorial District Library Program Application

Presenter must submit this form by the first of the month proceeding the month he/she would like the program to take place. Ex. If you'd like to present a program November 10th, we need this application by October 1st. If you would like to present a program on shorter notice, you are welcome to book one of our rooms, but you will be responsible for your own promotion.

Date Submitted:

Contact Information

Name:

Company or Organization you represent (if applicable):

Phone Number:

Email Address:

Program Information

Program Title:

What age group is this program targeting?

Preferred Date(s) and Time(s) for Program:

Alternative Dates(s) and Times(s) for Program:

Do you plan to sell or promote products or services during this program? Is so, what? If you are planning to sell something (ex. copy of your book) how much will it cost?

Estimate of time needed before and after program for setup and takedown:

Do you charge the library a fee to present this program? If so, how much?

Please provide a detailed description of your proposed program:

List any facility requirements. For example, table or room setup, computer equipment or projector needed, podium use, etc.

The Library will notify you of its decision on your program. The Library does not guarantee attendance for any program.

Applications for children's programs can be returned to Lynne Bustin lbustin@baconlibrary.org

Applications for adult programs can be returned to either Kelly Ray kray@baconlibrary.org or Jakki Malnar jmalnar@baconlibrary.org

BACON MEMORIAL DISTRICT LIBRARY

Your key to the past, present, and future