



Library Program Proposal Form

Thank you for your interest in presenting a program at Kent Free Library. Use this form to propose a program for the library. It will be routed to the appropriate department for consideration.

General Information

Date: _____ Name: _____

Address: _____

PHONE: _____ E-MAIL: _____

How do you prefer to be contacted (*circle one*): **PHONE** **E-MAIL**

Program Information

Title of Proposed Program _____

Target Audience (*circle one*): **Adults** **Teens** **Children** **Family (All Ages)**

Program Description (*you may attach additional information to this sheet*):



Library Program Proposal

Additional Information

Do you charge a fee? **Y**___ **N**___ If yes, how much? _____ Is it negotiable? **Y**___ **N**___

Have you previously presented this program? **Y**___ **N**___ If yes, where and when? _____

If applicable, please list professional references (*you may attach additional information to this sheet*):

About Programing at Kent Free Library

Programs are held in the library’s meeting room. Equipment available for use by presenters includes: projector, microphone, lectern, whiteboard, and the kitchenette.

Deadlines for inclusion in the Library’s print newsletter are:

- | | |
|---------------------|---|
| September 15 | For programs in December, January, & February |
| December 15 | For programs in March, April, & May |
| March 15 | For programs in June, July, & August |
| June 15 | For programs in September, October, & November |



Monday-Thursday 9-9 Friday 9-6 Saturday 9-5 Sunday 1-5
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