



Libraries PRESENTER PROGRAM PROPOSAL FORM

Thank you for your interest in presenting a program with NCW Libraries. Please review the NCW Libraries Program Guidelines and the following information, then use this form to submit a program proposal. Proposals can be submitted to any NCW Libraries library branch or to info@ncwlibraries.org.

Library programs are considered a core service that help us meet our strategic goals and support our mission: *Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities.*

- All library programs must be free and open to the public.
- Ideally, planning begins at least 2-3 months before the program date.
- Products or services may not be sold during programs. The sale of works (such as books, music, or artwork) by presenters, friends groups, or local bookstores may be allowed before or after the program *with prior arrangement* from NCW Libraries staff.
- For profit groups may present programs that are free and provide value to participants. They may provide information about their business, but the whole program cannot be a sales pitch.

Due to the high volume of proposals that we receive, NCW Libraries staff will respond only to the program proposals that most closely meet our mission, guidelines, needs, schedule, and budget. Submission does not guarantee acceptance. Proposals will be kept on file for future consideration.

CONTACT INFORMATION

CONTACT PERSON: _____

ORGANIZATION: _____ **WEBSITE:** _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

PROGRAM DETAILS

PROGRAM TITLE: _____

PRESENTER NAME(S): _____

PROGRAM DESCRIPTION:

NCW LIBRARIES' MISSION: How does your program support our mission of *connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities?*

PRESENTER QUALIFICATIONS & BRIEF BIO:

TYPE OF PROGRAM: (check all that apply)

- Activity
- Art / Craft
- Author Visit
- Lecture / Forum
- Performance
- Social
- STEM
- Storytime
- Workshop / How-To
- Virtual / Zoom
- Other (brief description):

TARGET AUDIENCE: (check all that apply)

- All Ages
- Families
- Baby & Toddler
- Preschoolers
- Kids (Elementary)
- Tweens (Middle School)
- Teens (High School)
- Adults
- Seniors

SKILL LEVEL: (check all that apply)

- Beginner: audiences do not need to have any skills or prior knowledge
- Intermediate: audiences need some skills or knowledge
- Advanced: audiences need specific skills or knowledge to succeed

MAXIMUM NUMBER OF ATTENDEES: _____ **PROGRAM DURATION:** _____

WILL THE PROGRAM REPEAT? IF YES,

- Monthly (_____) *Ex.: 3rd Thursday*
- Weekly (_____) *Ex.: Every Tuesday*
- Limited # of times (_____) *Ex.: 4 months; 6 weeks; 3 times*

SCHEDULING & LOGISTICS

LOCATION: Which libraries would you like to bring this program to? (check all that apply)

- Brewster
- Bridgeport
- Cashmere
- Chelan
- Coulee City
- Curlew
- East Wenatchee
- Entiat
- Ephrata
- George
- Grand Coulee
- Leavenworth
- Manson
- Mattawa
- Moses Lake
- Okanogan
- Omak
- Oroville
- Pateros
- Peshastin
- Quincy
- Republic
- Royal City
- Soap Lake
- Tonasket
- Twisp
- Warden
- Waterville
- Wenatchee
- Winthrop

DATES & TIMES THAT YOU ARE AVAILABLE:

Check the open hours of the libraries you are interested in visiting at www.ncwlibraries.org/locations.

If you have a specific date and time in mind, include that here.

SET-UP & SPACE REQUIREMENTS: (attach extra sheets if needed)

(ex. chairs, tables, square footage, etc)

EQUIPMENT OR TECHNOLOGY NEEDED: (check all that apply)

- Laptop Projector Screen Speakers
- PA System Microphone Extension Cord Other:

SUPPLIES NEEDED: (attach extra sheets if needed)

FEES

Many library programs are done on a volunteer basis. If you require a presenter fee, what amount are you seeking?

PRESENTER FEE : _____

If you need program supplies, and supply costs are not included in your presenter fee, please estimate the total.

SUPPLIES EXPENSES: _____

TOTAL: _____

HAVE YOU PRESENTED AT NCW LIBRARIES BEFORE?

- YES: Please list titles and dates of prior programs.

- NO: Please list two organizations where you have presented (we may contact them).

COMMENTS: Please explain anything else that we may need to know when making our decision.

PLEASE RETURN THIS FORM TO ANY NCW LIBRARIES' BRANCH OR EMAIL TO INFO@NCWLIBRARIES.ORG