



## Proposal for a Library Program

Please complete one form for each suggested program. If you have a particular speaker along with a topic, please provide speaker information.

Before proposing a suggestion, please review the Cranberry Public Library **Programming Policy**.

Topic: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

Intended audience: \_\_\_\_ Adult \_\_\_\_ Children \_\_\_\_ Teens \_\_\_\_ Family

Suggested Time of Year (i.e. Spring/Fall, Dec/Jan): \_\_\_\_\_  
(Please note: We schedule programs at least 6 months in advance)

Suggested Speaker:

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

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

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

Speaker Qualifications: \_\_\_\_\_

How long is this program: \_\_\_\_\_

The library has the following equipment available for use during programs. For your program do you need:

- \_\_\_\_\_ Projector and screen
- \_\_\_\_\_ Laptop (Windows Surface; Mac not available)
- \_\_\_\_\_ HDMI cable and HDMI adapters
- \_\_\_\_\_ Handheld microphone
- \_\_\_\_\_ Wireless Microphone

If there is a fee to the library for this program, what is that fee: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Your Contact Information (if different from suggested speaker):

\_\_\_\_\_

\_\_\_\_\_

Please provide a minimum of 2 references where this program has been presented previously:

1. Location: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

2. Location: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Thank you for your suggestion!

**Please note: not all suggestions will be used for a program.**