



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.