



Public Program Proposal

Thank you for your interest in presenting a program at the Sherborn Library. The Library welcomes program proposals and recommendations from the public, qualified speakers, authors, and performers. We receive many suggestions for programs, and cannot offer every proposed program. However, we retain suggested programs and contact information for possible future collaborations.

All Library sponsored programs are free and open to the public. The Library has the final authority over the review, selection, and arrangement of all programs based on our Program Policy.

Please note: We are not able to respond to each submission. We will be in touch if we choose to take the next step with your program.

CONTACT INFORMATION

Full Name: _____ Date: _____
First Last

Organization: _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

PROGRAM DESCRIPTION

Presenter's Name: _____

Title of Program: _____

Description: _____

Type of Program: _____
Author talk, concert, film screening, lecture, panel, performance, workshop, etc.

Target Audience: _____
Adults, Seniors, Children (specify ages: 0-5, 6-8, 9-12), Teens, College Students, Other

Anticipated Attendance Size of Audience: _____

Does the Program Require Registration? Is there a limited capacity? _____

Program Duration: _____

Preferred Date(s) and Time(s): _____
Programs must be held during normal library hours (sherbornlibrary.org)

Preferred Location: _____
Library Lawn, Community Room, Trustees Room, Teen Room, Children's Wing, Patio

Space/Set-up: How do you need the space to be set up (i.e., tables, chairs)? Please list your audiovisual or other equipment needs (i.e. DVD, projector, sound, other):

References: Provide the name, email, and phone for at least two relevant references from venues where you have presented in the past:

Fees: What is your fee, if any? _____ I will present without charge _____

Please attach additional descriptive information supporting your request, including a bio of the speaker, press kit, photographs, and video or audio links (if applicable).