

**Parsippany Public Library
Program Proposal Form**

Thank you for your interest in presenting a program for the customers of the Parsippany Public Library. The Library welcomes program proposals and recommendations from the public, qualified speakers, authors, and performers. Your proposal will be reviewed by the Library's Programming Committee.

The Programming Committee evaluates each proposal based on how it supports the Library's mission and vision. The committee also considers whether the topic is currently or potentially of interest to our customers, the expertise and presentation skills of the speaker, and budgetary considerations.

The library welcomes partnerships with the local business community, health providers, educators, community organizations, community leaders, authors, and performers.

The Library will only contact you if the Programming Committee is interested in pursuing your topic. Please send proposals for teen and children's programs to ptchildrens@parsippanylibrary.org. Please send proposals for adult programs to adult.reference@parsippanylibrary.org our planning cycle begins as early as one year prior to the date of the program, and not all topics are covered each year. Therefore, we may contact a speaker a year after the initial receipt of a proposal. Please do not call for updates.

Please read The Library's programming policies before you complete this form. By submitting a proposal, you agree to these policies.

Personal Information		
First Name	Last Name	
Address 1		
Address 2		
City	State	Zip
Primary Contact Phone Number	Alternate Phone Number	
Email Address		
Website		

Program Information													
Topic/Name													
Date	Program Length												
Presentation Format (choose all that apply) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Hands-on workshop</td> <td><input type="checkbox"/> Performance</td> </tr> <tr> <td><input type="checkbox"/> Lecture</td> <td><input type="checkbox"/> Documentary</td> </tr> <tr> <td><input type="checkbox"/> Computer presentation</td> <td><input type="checkbox"/> Other</td> </tr> </table>		<input type="checkbox"/> Hands-on workshop	<input type="checkbox"/> Performance	<input type="checkbox"/> Lecture	<input type="checkbox"/> Documentary	<input type="checkbox"/> Computer presentation	<input type="checkbox"/> Other						
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Summary (Brief description of the presentation/topic; include a line or two about what need or interest this program addresses)													
Target Audience (choose all that apply) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Seniors</td> <td><input type="checkbox"/> Whole family</td> </tr> <tr> <td><input type="checkbox"/> Teens</td> <td><input type="checkbox"/> Young adults (post high school)</td> </tr> <tr> <td><input type="checkbox"/> Adults</td> <td><input type="checkbox"/> Children</td> </tr> </table>		<input type="checkbox"/> Seniors	<input type="checkbox"/> Whole family	<input type="checkbox"/> Teens	<input type="checkbox"/> Young adults (post high school)	<input type="checkbox"/> Adults	<input type="checkbox"/> Children						
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A/V and Set-up Requirements <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Computer projector</td> <td><input type="checkbox"/> Stage</td> </tr> <tr> <td><input type="checkbox"/> Projector screen</td> <td><input type="checkbox"/> Podium</td> </tr> <tr> <td><input type="checkbox"/> DVD</td> <td><input type="checkbox"/> Easel</td> </tr> <tr> <td><input type="checkbox"/> VCR</td> <td><input type="checkbox"/> Whiteboard</td> </tr> <tr> <td><input type="checkbox"/> Wi-fi</td> <td><input type="checkbox"/> Piano</td> </tr> <tr> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Tables (# _____)</td> </tr> </table>		<input type="checkbox"/> Computer projector	<input type="checkbox"/> Stage	<input type="checkbox"/> Projector screen	<input type="checkbox"/> Podium	<input type="checkbox"/> DVD	<input type="checkbox"/> Easel	<input type="checkbox"/> VCR	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Wi-fi	<input type="checkbox"/> Piano	<input type="checkbox"/> Microphone	<input type="checkbox"/> Tables (# _____)
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REMINDER: For any computer presentation, you must bring a laptop.

Will you be bringing a laptop? Yes No

Speaker Information

Speaker Bio (credentials, speaking experience, awards/honors, etc.; please attach additional documentation)

What do you charge as a fee for your program?

Reference 1

Name:

Email:

Phone:

Venue:

Reference 2

Name:

Email:

Phone:

Venue: