



# Oshawa Public Libraries Program Proposal Form

Thank you for your interest in presenting a program at the Oshawa Public Libraries. As an integral part of our services, Oshawa Public Libraries provides free programming designed to educate, inform, and entertain customers of all ages. We are committed to providing quality programming which supports or highlights the Library's mission, services and collections.

## Criteria for Proposed Programs:

- Meets the needs of the target audience
- Satisfies demand for the program and relevance for the community
- Supports the mandate of the Library and its programming priorities
- Must comply with the Library's policies
- Be open and free of charge to the public
- Free of commercial advertising or direct solicitation
- Scheduled during regular Library hours

Please complete this **Program Proposal Form** with details of your presentation. You will be contacted if the Library is interested in pursuing the program you have suggested. If we are unable to use your proposal at this time we will add your information to our program files for future consideration.

## Contact Information

Name \_\_\_\_\_

Name of Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Web Site (if applicable) \_\_\_\_\_

Qualifications/Expertise/Teaching ability \_\_\_\_\_

Two references and/or referrals (please provide contact information)

1. \_\_\_\_\_

2. \_\_\_\_\_

Program title \_\_\_\_\_

Name(s) of speaker(s) \_\_\_\_\_

Short description/synopsis of program (may be used for library advertising)

Program format  Lecture  Interactive  Panel discussion  Performance  Demonstration

Audience Age  Adult  Teen  Tween  Child  Family

Preferred location  McLaughlin  Northview  Delpark  Jess Hann  No preference

Maximum Audience Size \_\_\_\_\_

Length of program (including setup/breakdown time) \_\_\_\_\_

Equipment needed (e.g. projector, DVD player)

Why is this program a good fit for Oshawa Public Libraries?

Have you presented this program before? If yes, where and when?

Is there a fee?      No      Yes      \$ \_\_\_\_\_

Oshawa Public Libraries provides programming to enrich the knowledge and experience of our customers, and cannot be seen to support any one business over another. To this end, we ask that you agree that you not promote your own business or product and do not recruit clients. Please sign the following statement.

I agree that in providing information to the customers of Oshawa Public Libraries for this library sponsored program, I will not promote my own business interest or recruit clients. I may make some mention of my company in introducing myself and my qualifications, but will not solicit business in any way.

Date: \_\_\_\_\_  Signature: \_\_\_\_\_

Please return this form to:

**Jennifer Clark**

Manager, Programming & Community Engagement  
Oshawa Public Libraries  
65 Bagot Street, Oshawa, ON L1H 1N2

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Fax: 905-433-8107

Phone: 905-579-6111 ext. 5260