

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.

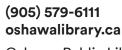
Criteria for Proposed Programs:

- 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			
		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 l	ibrary advertising)
Program format 🔲 Lecture 🛛 Interactive 🔲 Panel d	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 Librarie	S?
Have you presented this program before? If yes, where a	nd when?
Is there a fee? No Yes \$	
Oshawa Public Libraries provides programming to enrich and cannot be seen to support any one business over and not promote your own business or product and do not red	ther. To this end, we ask that you agree that you
I agree that in providing information to the customers of C program, I will not promote my own business interest or r company in introducing myself and my qualifications, but	ecruit clients. I may make some mention of my will not solicit business in any way.
Date: Signature:	
Please return this form to:	
Jennifer Clark Manager, Programming & Community Engagement Oshawa Public Libraries 65 Debwewin Miikan (formerly Bagot Street) Oshawa, ON L1H 1N2	Email: jclark@oshawalibrary.on.ca Fax: 905-433-8107 Phone: 905-579-6111 ext. 5260