

South Coastal Library Program Proposal Form

Thank you for your interest. South Coastal Library is proud to offer a variety of free programs to the community throughout the year. A library program is an event that promotes the use of library materials, facilities, or services and/or offers the community an informational, entertaining, or cultural experience. Programs are planned for the interest and entertainment of all people. If you are interested in giving a presentation at our library, please take a moment and fill out the request form below. Please drop off this form to the library or email the completed form to: southcoastal.library@lib.de.us

Contact Information:

Speaker/Presenter Name: _____

Contact/Booking Agent's Name (if different from the speaker): _____

Phone number: _____

Email address: _____

Website (if available): _____

Program Outline:

Intended Audience: Adults Teens Children Toddlers Families Older Adults

Program topic:

Program title: _____

Program format (i.e. lecture, discussion, concert, show, tutorial, fitness class, craft, etc.)

Equipment needed:

Podium Audio-Visual Projection System Laptop Wireless Microphone

Chairs Tables Piano Extension Cords

Estimated Program Length (in minutes):

Have you presented at South Coastal Library before? If so, when?

Please take a moment to share your experience, education, references and/or resume relating to the proposed program *(Required)*:

Program Timeframe and Scheduling:

Please note we book our events several months or more in advance. Please indicate below when you are interested in presenting your program including month(s) and year:

Month(s): _____ Year: _____

Availability (indicate all that apply):

Morning program Afternoon program Evening program

Do you have specific dates in mind? If so, please list below.

Other comments or thoughts:

Please note:

Library programs must be noncommercial in nature. No business transactions or product sales are permitted on library property.

Please allow 10 business days to process your request. A library staff member will contact you directly in regards to your proposal. Thank you for your interest in presenting a program at our library.

South Coastal Library
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southcoastal.library@lib.de.us