



PROGRAM PROPOSAL

Thank you for your interest in presenting a program in the North Central Regional Library district. Please review the following information and then use this form to submit a program proposal.

NCW Libraries provides programming for all ages at our 30 public libraries throughout the year. We welcome suggestions for programs that support our mission to *promote reading and lifelong learning*, complement our collections and services, and help us meet our strategic goals.

- All library programs must be free and open to the public.
- Planning and publicity begins at least 4 months before the program date.
- Products or services may not be sold during programs. The sale of works (such as books, music, or artwork) by presenters, friends groups, or local bookstores may be allowed before or after the program *with prior arrangement*.
- For profit groups may present programs that are free and provide value to participants. They may provide information about their business, but the whole program cannot be a sales pitch.

Due to the high volume of proposals that we receive, Library staff will respond only to the program proposals that most closely meet our mission, guidelines, needs, schedule, and budget. Submission does not guarantee acceptance, and proposals will be kept on file for future consideration.

If you are not a presenter but would like to suggest a program, please complete a [Program Suggestion](#).

CONTACT INFORMATION

CONTACT PERSON:

WEBSITE:

ORGANIZATION: MAILING

EMAIL ADDRESS:

ADDRESS: PHONE NUMBER:

PROGRAM DETAILS

PROGRAM TITLE: PRESENTER

NAME(S): PROGRAM

DESCRIPTION:

HOW DOES YOUR PROGRAM SUPPORT OUR MISSION TO PROMOTE READING AND LIFELONG LEARNING?

PRESENTER QUALIFICATIONS & BRIEF BIO:

TYPE OF PROGRAM:

- | | | |
|---|---|--|
| <input type="checkbox"/> Activity | <input type="checkbox"/> Forum / Panel Discussion | <input type="checkbox"/> Social |
| <input type="checkbox"/> Author Visit / Book Discussion | <input type="checkbox"/> Lecture | <input type="checkbox"/> Workshop / How-To |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Performance | |
| <input type="checkbox"/> Other (brief description): | | |

TARGET AUDIENCE: (CHECK ALL THAT APPLY)

- | | | | |
|-----------------------------------|--|---|----------------------------------|
| <input type="checkbox"/> All Ages | <input type="checkbox"/> Baby & Toddler | <input type="checkbox"/> Tweens (Middle School) | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Families | <input type="checkbox"/> Preschoolers | <input type="checkbox"/> Teens (High School) | <input type="checkbox"/> Seniors |
| | <input type="checkbox"/> Kids (Elementary) | | |

SKILL LEVEL:

- Beginner: audiences do not need to have any skills or prior knowledge
- Intermediate: audiences need some skills or knowledge
- Advanced: audiences need specific skills or knowledge to succeed

MAXIMUM NUMBER OF ATTENDEES:

PROGRAM DURATION:

SCHEDULING & LOGISTICS

LOCATION: WHICH LIBRARIES WOULD YOU LIKE TO BRING THIS PROGRAM TO?

- | | | | |
|---|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Brewster | <input type="checkbox"/> Ephrata | <input type="checkbox"/> Omak | <input type="checkbox"/> Soap Lake |
| <input type="checkbox"/> Bridgeport | <input type="checkbox"/> George | <input type="checkbox"/> Oroville | <input type="checkbox"/> Tonasket |
| <input type="checkbox"/> Cashmere | <input type="checkbox"/> Grand Coulee | <input type="checkbox"/> Pateros | <input type="checkbox"/> Twisp |
| <input type="checkbox"/> Chelan | <input type="checkbox"/> Leavenworth | <input type="checkbox"/> Peshastin | <input type="checkbox"/> Warden |
| <input type="checkbox"/> Coulee City | <input type="checkbox"/> Manson | <input type="checkbox"/> Quincy | <input type="checkbox"/> Waterville |
| <input type="checkbox"/> Curlew | <input type="checkbox"/> Mattawa | <input type="checkbox"/> Republic | <input type="checkbox"/> Wenatchee |
| <input type="checkbox"/> East Wenatchee | <input type="checkbox"/> Moses Lake | <input type="checkbox"/> Royal City | <input type="checkbox"/> Winthrop |
| <input type="checkbox"/> Entiat | <input type="checkbox"/> Okanogan | | |

DATES & TIMES THAT YOU ARE AVAILABLE:

CHECK THE OPEN HOURS OF THE LIBRARIES YOU ARE INTERESTED IN VISITING AT WWW.NCRL.ORG/LOCATIONS.

SET-UP & SPACE REQUIREMENTS (ATTACH EXTRA SHEETS IF NEEDED):

EQUIPMENT OR TECHNOLOGY NEEDED:

- Laptop Projector Screen Speakers
 PA System Microphone Extension Cord Other:

SUPPLIES NEEDED:

STAFFING NEEDED:

FEES

Many library programs are done on a volunteer basis. If you require a speaking fee or honorarium, what amount are you seeking?

HONORARIUM: TRAVEL

If you need reimbursement for travel expenses (mileage, meals, and/or lodging), please estimate the total.

EXPENSES: TOTAL:

HAVE YOU PRESENTED AT NCRL BEFORE?

- YES: Please list titles and dates of prior programs.
- NO: Please list two organizations where you have presented (we may contact them).

COMMENTS: Please explain anything else that we may need to know when making our decision.

Please return this form to any NCRL library branch or email to info@ncrl.org.