

Program Proposal Worksheet

Thank you for considering to share your time, talent and expertise with the community of The Wissahickon Valley Public Library.

Please complete the proposal and submit the form for consideration.
Proposals should be submitted at least 4-6 weeks prior to a suggested program date.

The Wissahickon Valley Public Library is committed to support literacy and lifelong learning and enrichment by providing a forum for programs to inform, educate, promote cultural and civic awareness, as well as to entertain. The Library's staff makes decisions about program topics and speakers based on community needs and interests, presentation quality, presenter qualifications, historical or educational significance, and relation to library collections and resources.

The purpose of programs may not be purely commercial or for the solicitation of business.

Today's date: _____

Contact Person: _____

Phone: _____

Email: _____

Organization (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

PROGRAM INFORMATION

Title of Program: _____

Program type: (e.g., music, workshop, lecture) _____

Program description:

Program length: _____ minutes.

Who is the target audience? (Include ages)

Briefly describe your background/qualifications to present on this topic.

650 Skippack Pike, Blue Bell, PA 19422
215-643-1320 Outreach: Ext. 14

Describe any special supplies or audio/visual equipment required for your presentation. (*PowerPoint, laptop, projector & screen, microphone, internet access, DVD, CD player?*)

*** The library is providing virtual programming through the COVID-19 pandemic. We utilize the Zoom platform for all events. Familiarity with Zoom (video, audio and screen sharing) is preferred.

Preferred day of the week: (The library typically books events Monday-Thursday):

Preferred time* (morning, afternoon, evening):

* The library's preference is to host its ADULT educational virtual programs on Wednesday evenings. This time works well for schedule consistency and our staffing capabilities at this time. Other dates and times can be considered.

Are you promoting a book? Yes ___ No ___

If yes, please provide title and name of the author and publisher.

Have you or your group previously presented a program at WVPL? Yes ___ No ___

Have you presented at other public venues? Yes ___ No ___

If yes, where and when? May we ask for a reference from previous sites? Yes ___ No ___

Are you requesting a stipend or fee? Yes ___ No ___ If yes, please describe.

Are you willing to provide a presentation on a pro bono basis? Yes ___ No ___

Will you be able to provide publicity materials, such as photos? Yes ___ No ___)

Please save this completed form and attach it to an email to:
Bobbie Foster, bfoster@wvpl.org – For Adult Programs at Blue Bell
Erin Mazzoni, emazzoni@wvpl.org – For Children & Teen Programs at Blue Bell

Anne Hall, ahall@wvpl.org – For Adult Programs at Ambler Branch
Michelle Miller, mmiller@wvpl.org – For Children's Programs at Ambler Branch

The library receives a high volume of suggestions each year, and therefore is unable to respond to all submissions. Submission of a proposal does not guarantee acceptance of a program. If your submission is accepted, a library representative will contact you to discuss next steps. Thank you!