



PROGRAM PROPOSAL APPLICATION

In support of creating a culture of lifelong learning, Wilsonville Public Library hires or schedules performers, artists and educators to present library-sponsored programs for the public, according to the needs and demands of the program's audience.

Please note that library-sponsored programs are usually free and open to the public. Presenters seeking to provide tutoring sessions, private music lessons or other private, social, and/or for-profit activities or services, and/or are compiling customer databases need not apply. All Library Presenters should know and follow applicable Wilsonville Public Library policies and procedures at all times, including Wilsonville Public Library's Code of Conduct.

Library Hours: Mon-Thurs: 10 am-8 pm; Fri-Sat: 10 am-6 pm; Sun: 1-6 pm. Programs are only allowed during regular library hours. The room must be completely vacated by all members of the group at least 15 minutes before the library closes. The library is not responsible for damage to, or loss of, personal items used or left on premises.

Authors and Book Talk presenters: Please note that despite our best efforts, attendance tends to be very low for these events.

Presenters are allowed to sell books or items related to their presentation, but sales must not be the primary purpose of the presentation.

The Library reserves the right to accept or reject any program proposal. Priority will be given to programs offered at no cost to the library.

Please fill out and submit the Program Proposal Form on the next page to Library staff. The Library should contact you within two weeks.

Thank you for your interest!



Wilsonville Public Library
8200 SW Wilsonville Road
Wilsonville, OR 97070
Phone: 503-682-2744
Fax: 503-682-8685
erickson@wilsonvillelibrary.org
Attn: Andrea Erickson

Wilsonville Public Library Program Proposal Form

Presenter:

Name

Address

City/State/Zip

Phone

E-mail

Program Title:

Program Description:

Program Length:

Maximum enrollment:

Targeted Age Group:

(select all that apply)

Families

Pre-school

Grades K-5

Grades 6-8

Teens

Adults

Seniors

ALL AGES

Technology Needs:

(select all that apply)

Digital projector

Screen

DVD Player

Sound system

Availability of Program:

(minimum 4 months from date of this proposal)

Is there a fee of any kind to the Library? No Yes If Yes, how much? _____

Relevant education or experience:

Website address:

Statement of Agreement: Please check each line below.

I understand that submission of this form does not guarantee my program will be scheduled.

I understand that if my program is scheduled, and if I must cancel, I will do so at least 30 days before the event.

I understand that I cannot use the program primarily to advertise or sell a product or service.

I understand that if I wish to project a presentation, I must provide my own computer.

I understand that photographs and/or video may be taken at the event for Library promotional use.

If you agree to these terms, please sign and return this proposal to the Library. Thank you.

Signature of Presenter (age 18 and over)

Date

Please mail to Wilsonville Public Library, 8200 SW Wilsonville Road, Wilsonville, OR 97070 Attn: Andrea Erickson
or e-mail erickson@wilsonvillelibrary.org with Subject line "Program Proposal"

