

Program Proposal Form

PROGRAM PROPOSAL

- ☐ I have read the guidelines and am ready to submit a proposal.

Contact Information

First Name: _____

Last Name: _____

Name of Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Website: _____

Mailing Address (if different than above)

Address: _____

City: _____ State: _____ Zip Code: _____

Program Information

Title of Program: _____

Title of Program: _____

Description of Program (please include number of performers)

Targeted Age Group: ☐Adult ☐Families ☐Children
☐Teens

Audience Size Limit (if applicable): _____

Length of program: _____ Set up/breakdown time need: _____

Do you have schedule limitations?

Supplies/equipment/staff support needed:

Space Required:

Costs (professional fee, material costs, travel costs, etc.):

Comments:

How would the proposed program benefit the library and its patrons?

Do you plan to promote a product, service, organization, or special event? If so, what is it and by what means would you promote it?

Presenters Request Form

Librarian Approval:

Signature:_____ Date:_____

Librarian Comments:

Director Approval:

Signature:_____ Date:_____

Director Comments:

**Melissa Public Library
Programming Request Form**

i. Program Proposals

The Melissa Public Library provides free programming to patrons of all ages as an integral part of our services. Programs consistent with the Library's mission are developed to respond to emerging community interests and to sustain demonstrated interests. Our mission statement:

The mission of the Melissa Public Library is to enrich the community by providing resources to aid in the pursuit of information and provide recreation and cultural enhancement using print, various media products, electronic access, and planned quality programs available to all.

If patrons are interested in presenting a program at the Melissa Public Library, please review the information below and submit a proposal. You will be contacted if the Library is interested in pursuing the program proposed.

I. Scheduling Timeline and Publicity

Programs are scheduled as far as nine months ahead. If patrons are interested in being a presenter, please submit a proposal in a timely manner. Program information may appear on the City's website, on flyers, in the library's newsletter, or on the City's Facebook site.

II. Acceptable Uses

Melissa Public Library related programs and City of Melissa departments receive first consideration in scheduling.

Melissa Public Library can accommodate activities such as discussion groups, panels, lectures, and meetings.

Melissa Public Library can accommodate programs that would cause noise or vibrations, e.g. dance, exercise, or music programs.

Children under the age of 14 must be accompanied by an adult at all times.

No solicitation or exchange of money or goods may be handled on Library premises.

Nails, thumbtacks, or other fasteners may not be used to attach anything to the structure of the furnishings. No posters or paraphernalia may be attached to the walls or furnishing in any manner. Decorations may be used on tables only. Candles are not permitted.

Use of tobacco products and consumption of alcoholic beverages are not permitted, this includes e-cigarettes and vaping products.

As the Melissa Public Library is a public facility, all programs are free public programs.

Presentation of a program at the Melissa Public Library shall not, in any way, constitute as an endorsement of the group, its policies or activities by the Melissa Public Library or the City of Melissa.

Please fill in the form **(Exhibit D)** and attach as a word document in an email to the Library Director Jennifer Nehls at librarian@cityofmelissa.com.