



MELROSE PUBLIC LIBRARY

Library Program Proposal Application Procedure

Step 1. Please read over the **Program Policy**.

Step 2. Complete the Program Application.

Step 3. Submit the completed program application for review to Marianne Stanton (Children's Programs), Jill Connolly (Young Adult Programs), or Diane Wall (Adult Programs) . All applications will be reviewed by at least two senior staff members.

Step 4. Your application will be reviewed, and a decision made within 4 weeks. You may be asked for more information, or clarification of your program request.

Step 5. If your application is approved, you may be required to complete a CORI background check prior to the event. The appropriate senior staff will confirm the details of the program with you, including planned publicity and spacing/equipment needs.

Please understand that it is not possible to accommodate all individuals/groups interested in developing a library program. Programs will be approved based on the needs of the library, and the guidelines set forth in the Program Policy.



MELROSE PUBLIC LIBRARY

Program Application

Name / Organization: _____

Address of Applicant or Organization: _____

Telephone: _____

Email: _____

Website: _____

Contact Person (if different from above) _____

Address: _____

Telephone: _____

Program Description (please provide separate sheet if appropriate)



MELROSE PUBLIC LIBRARY

Preferred Times for Program:

Date Starting Time Ending Time

Audience Size _____

Equipment (please circle and fill in any applicable blanks)

1. Podium YES NO

2. Tables YES NO

If you need tables, please list how many you require: _____

Arrangement of tables: _____

3. Chairs YES NO

If you need chairs, please list how many you require: _____

Arrangement of chairs: _____

4. SmartBoard YES NO

Have you presented this program before? (please circle) YES NO

If yes, where and when have you presented this program?

References



MELROSE PUBLIC LIBRARY

Handout/Flyers/Advertising

Copies of the flyers and handouts for this program should be attached to the application.

Program Room Policy

The undersigned, on behalf of the organization, acknowledge(s) receipt of a copy of the Program Room policy of the Board of Trustees of the Melrose Public Library and agree(s) to abide thereby.

Name of organization

By _____
Signature

Name _____
Print name

Date _____