



Rochester Public Library

Proposal for Event or Program *updated 2015*



We are pleased to consider your proposal to offer a program or event for our community. Your request will be evaluated on the quality of the proposal and how well it aligns with the library's programming guidelines or Wellness Corner goals and the availability of library resources.

Program Title/Topic: _____

Contact person: _____

Phone: _____ Mobile phone: _____

Contact Email address: _____

Agency/organization (if applicable): _____

Address: _____

Desired Date: _____ Time Start: _____ Time end: _____

Presenter: _____

Type of program (select one) General Wellness Makerspace Class or instruction

Target Audience (select all that apply): Adults Teens Children All ages

Anticipated Audience size: 40-100 25-39 15-24 15 or fewer Don't know

Duration of the activity: One Time Weekly Monthly Other

Please include a detailed description of the program and the qualifications of the presenter(s) or reviews of program content.

Describe your goals in presenting the proposed program

What is the intended impact on participants?

Presenters are not allowed to solicit funds, personal information, or promote commercial services. It is acceptable to make available promotional materials about the organization on a table at the back of the program. I agree

Please return to Kim Edson, kedson@rochester.lib.mn.us or Susan Hansen, susan@rochester.lib.mn.us or drop off at the Rochester Public Library