

Lewes Public Library Program Proposal Form

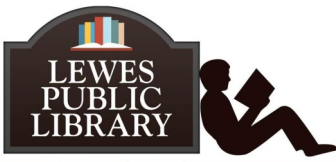
The Lewes Public Library (LPL) endeavors to provide a wide range of classes and programs for all ages that encourage a love of reading, exploration and discovery. Programs consistent with this mission are developed to respond to emerging community interests and to sustain demonstrated interests.

Library staff use a variety of criteria in determining eligibility for programming, including community needs and interests, availability of space, presenter qualifications, budget, and connection to other community events, among others.

If you are interested in presenting a program at LPL, please review the information below, and submit the Program Proposal Form. While we appreciate you limiting your proposal to the space provided, references and reviews can be emailed to lewes.library@gmail.com. Please include Program Proposal in the subject line. You will be contacted if the Library is interested in pursuing the program you have proposed.

- LPL programs must be entertaining or informational. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- Presenters are not allowed to sell products or services at the Library. Authors are permitted to sell their books.
- LPL values our local authors. Due to space and staff time constraints, we are only able to host author book signing events for authors whose books have been reviewed positively in at least two major review sources.
- Presentation of a program at LPL shall not, in any way, constitute an endorsement of the group or individual presenting the program.
- External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with LPL Staff.
- All programs presented at LPL are free and open to the public.

Adopted by the Board of Commissioners: July 17, 2018



Lewes Public Library Program Proposal Form

Contact Information

Contact Name:

Date:

Organization:

Complete Street Address:

Email Address:

Phone Number:

Website/Social Media/etc.:

Program Information

Title of Proposed Program:

Type of Program (requests for Book Signings/Author Events please complete the section of the reverse side):

Potential Program Dates/Times:

Target Audience (circle one):

Adults

Teens

Children

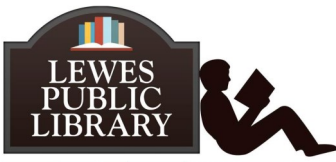
Family/All Ages

Audience Size Limit (if applicable):

Length of Program:

Cost of Program:

Please provide a brief description of the program:



Biography of Presenter(s)

Please list Space Required and Supplies/Equipment/Staff Support Needed:

How will this program promote our Library mission and services?

Please provide the names and contact information for two references who are familiar with this program:

Author Events/Book Signings please complete this section

Book Title(s):

Links to reviews:

Acceptable review sources include professional journals such as Kirkus and Library Journal, national newspapers or magazines, other professional journals, etc.
