

**Thomas Memorial Library
Programming Partnership Proposal**

Thank you for your interest in providing programming for our community. Your proposal will be evaluated on how well it aligns with the library's strategic plan, programming goals, and the availability of library resources. Library programming efforts are planned at least eight weeks in advance of the event date.

Program Title/Topic: _____

Presenter Name: _____

Agency/organization (if applicable):

Desired Date: _____ Program Length: _____

Fee Required: _____

Type of Program: Class or instruction Entertainment or performance

Target Audience: Babies Toddlers Preschool Ages 5-12 Teens Children
 Parents All ages Adults

If Adults, Program Category: Arts/Literature Community Well-Being
 Digital Literacy/Makerspace Financial/Legal Health/Wellness
 History Jobs/Small Business Science/Nature Other: _____

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

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

Describe your goals in presenting the proposed program:

Are you interested in having the program recorded and streamed and do you have permission from all content providers to do so?

Yes No

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

Contact person: _____

Contact Email address: _____

Phone Number: _____

When completed, please submit this form to the Library Director at:

Thomas Memorial Library
6 Scott Dyer Road
Cape Elizabeth, ME 04107