



Ossining Public Library

Application to Present a Library Program

Thank you for your interest in presenting a program at the Ossining Public Library. Please read our Program Policy before completing this application. If you would like your program to be considered, complete this application. Staff will review your proposal and, if it meets the library's needs and budget, a staff member may contact you.

Due to the high volume of proposals we receive, you will only be contacted if we are interested in moving ahead with your program.

Name: _____

Email address: _____

Organization/Business affiliation if applicable: _____

Address: _____

City/Town: _____ State: _____ Zip code: _____

Phone number: _____

Website if applicable: _____

Program type (concert, lecture, book talk, etc.): _____

Target audience (children, families, teens, adults, seniors, etc.): _____

Title of Program: _____

Program description:

What is the maximum audience size? _____ What is the length of the program? _____

Do you charge of fee? Y N If so, please list your fee: _____

What is your preferred time of day/day of the week? Please keep in mind that the library typically schedules programs about 90 days in advance. _____

What type of space, setup, and equipment do you require?

What will you provide and what do you expect the library to provide in terms of marketing?

How does your program help to fulfill the mission/strategic plan of the library?

Will you be presenting your program in person or via Zoom? _____

If you plan to offer refreshments, please specify type

Please provide 2-3 references from previous performance venues or sponsor:
