



## Program and Event Proposal Form

	Contact Information
Name:	
Address:	
Telephone:	
E-mail:	

Proposed Program or Event:

Category/Topic:

Target audience:

Will this be a registered program/event?            Yes            No

Will there be a fee for this program/event?            Yes            No  
*If so, what is the proposed fee?*

Where will the program or event take place?

What dates are you interested in running this program/event?

Please provide a detailed description of the proposed program or event. *Include the proposed format – discussion, lecture, workshop, activity etc.*



**Brockville**  
Public Library

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Brockville, ON K6V 5T7  
613-342-3936 fax: 613-342-9598  
brandy@brockvillelibrary.ca

**Program and Event Proposal Form cont.**

How does this program fit in with the library's goals and mission?

Are there other programs like this currently available in our community?

*If yes, please describe.*

What resources are required for the proposed program/event? *Please include a budget outline including for example: meeting room, library staff, volunteers, tables, a/v equipment, craft supplies etc.*

Your Skills and Qualifications:

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Date

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Signature (18 years of age or older)