

Share the details of your program or program idea that you would like Forbush Memorial Library to consider for collaboration. Please submit this form 30 to 60 days in advance of your proposed event start date. The more time the library staff has to consider your proposal, the more likely they can accommodate your request. Library staff will review your proposal and respond within 10 business days. If you have questions or need assistance, [Ask a Librarian](#) or call 978-874-7416.

## Presenter Information

Contact (name of individual): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Tell us about your organization and yourself (mission, qualifications, etc.):

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## Program Information

How do you envision us working together? \_\_\_\_\_

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What are your goals for this program? \_\_\_\_\_

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Title of program: \_\_\_\_\_

Proposed date(s) and time(s): \_\_\_\_\_

Type of Program (Is this a lecture, workshop, performance, etc.): \_\_\_\_\_

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Setup or room requirements such as A/V equipment, tables, etc.: \_\_\_\_\_

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Target audience: \_\_\_\_\_

Length of time: \_\_\_\_\_

Minimum and maximum number of participants: \_\_\_\_\_

What would the library need to provide? \_\_\_\_\_

Additional information: \_\_\_\_\_

Forbush Memorial Library does not co-sponsor any program or partnership that:

- Directly promotes any for-profit business, product, or service
- Charges a participation fee or solicits funds
- Promotes a partisan agenda

I agree with the terms and conditions stated above.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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\_\_\_\_\_  
Approved (signature)

\_\_\_\_\_  
Date

Notes: