Dear Interested Party,

Thank you for your interest in presenting a program at the Garden City Public Library.

In order for your program to be considered, please complete the Application for Presenting a Library Program. Once the application is complete submit it to the Administration Department.

The Library team may reach out to ask additional questions about the proposed program. Once it is approved by administration it will be submitted to the Library Board of Trustees for approval.

Please allow 4 - 6 weeks for the assessment and approval of your proposal to present a library program at the Garden City Library.
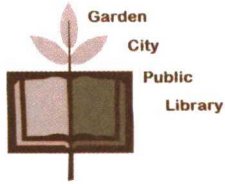
Applying for presenting a library program does not guarantee approval. We will contact you once a decision has been made.

Thank you for your interest in presenting a program at the Garden City Public Library. The continued goal of the Library is to support the community and provide the community with enjoyable, well-developed and informative programs. We look forward to reviewing your application.

Sincerely,

Marianne Malagon
Library Director

Courtney Rutt Rosenblatt
Operations Director

Application for Presenting a Library Program

Interested in presenting a program for our patrons? Submit your program idea in the following form.

Email address*:

Name:

Organization /Business Affiliation if applicable:

Address:
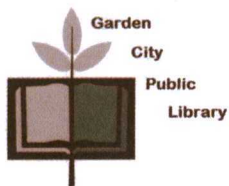
Address 2

City/Town

State/Province

ZIP/Postal Code

Phone number:

Website (if applicable):

Type of Program:

Target Audience:

- o Families
- o Babies/Toddlers
- o Preschool
- o Grades K-5
- o Grades 6-8
- o Teens
- o Adults

o Seniors/Older Adults
o All
o Other

Title of Program: [   ]

Program Description:

[   ]

Is your program associated with a volunteer opportunity and/or service award?

[ ] Yes   [ ] No

If you answered *yes* above, did you attend training programs sponsored by the organization granting the award? Please provide the date of the training.

[   ]

If you answered *yes* above, list the name of your leader and/or advisor and the date they attended the training program.

[   ]

What is the maximum audience size? [   ]

What is the length of the program? [   ]

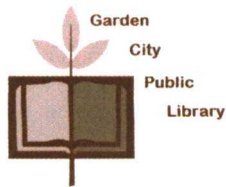Do you charge a fee? *Note: Payment takes 6-8 weeks to process.*

[ ] Yes   [ ] No

If so, please list your fee:

[   ]

What is your preferred time or day of the week?

[   ]

Please indicate if you would like to present on specific dates keeping in mind the library schedules 90 days in advance.

What type of space, set up and equipment are required?

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

How does your program help to fulfill the mission/strategic plan goals of the library found here Garden City Library mission & strategic plan?

Are you willing to present via Zoom or Hybrid?

☐ Yes   ☐ No   ☐ Maybe, would like to discuss

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

Thank you for your interest in presenting a program at the library.

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