

# Boston Public Library

## Public Program Proposal

Boston Public Library sponsors programs that support our activities, collections, and *Compass: Strategic Plan* at the Central Library in Copley Square and at neighborhood branches. The Boston Public Library welcomes program suggestions. Due to space and staffing restrictions, the Library can accommodate a limited number of program proposals.

All library programs are free and open to the public. The Library has the final authority over the review, selection, and arrangement of all programs at the Boston Public Library.

### Contact Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last*

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

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

### Program Description

Presenter's Name: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Type of Program: \_\_\_\_\_

*(Author talk, concert, film screening, lecture, class, panel, performance, workshop, children, teen, other. Please indicate if you are interested in the Central Library's Concerts in the Courtyard series. Note: Selection process for Concerts in the Courtyard begins in January. For additional information, visit <http://www.bpl.org/programs/concerts.htm>).*

Program Duration: \_\_\_\_\_

Preferred Date(s) and Time(s): \_\_\_\_\_

*Programs must be held during normal library hours. ([www.bpl.org/general/hours.htm](http://www.bpl.org/general/hours.htm))*

Venue(s) Requested:  CENTRAL  BRANCHES  SPECIFIC BRANCH? \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Most lectures, readings, and performances are done on a volunteer basis. Do you require an honorarium?

YES

NO

If yes, what amount are you requesting:

Have you previously presented a program at the BPL?

YES

NO

If yes, when?

Are you planning to have this program/reading at other Boston-area venues (within a 15-mile radius of the BPL)?

YES

NO

If yes, when and where?

Does this program coincide with a holiday or anniversary?

YES

NO

If yes, which holiday/anniversary?

Program's Target Audience(s):

\_\_\_\_\_  
*Adults, Seniors, Children (specify ages: 0-5, 6-8, 9-12), Teens, College Students, Other*

YES

NO

Are you promoting a book?

If yes, what is the title?:

\_\_\_\_\_

Author:

\_\_\_\_\_

Publisher:

\_\_\_\_\_

Publicist

Name:

\_\_\_\_\_

Release Date:

\_\_\_\_\_

Publicist Contact Information:

\_\_\_\_\_

### Additional Information

Do press or publicity materials exist?

YES

NO

If yes, please enclose or attach a press kit or photographs.

Would you be able to help with publicity to promote the program?

YES

NO

If yes, in what way?

Will you be working with co-sponsoring organizations such as community groups, universities, or other non-profit organizations?

YES

NO

If yes, whom?

Will you need audio-visual support?

YES

NO

If yes, what type?

\_\_\_\_\_  
*DVD player, projector, screen, sound, other*

*Note: The Boston Public Library does not support Apple devices. You are required to provide appropriate adapter(s) as well as a flash drive.*

Will you have a PowerPoint presentation?

YES

NO

Do you require microphones?

YES

NO

If yes, how many?  
Lapel or podium microphone?  
Podium mic

### Support Materials

Please attach additional descriptive information supporting your request including a bio of the speaker, press kit, photographs, and video or audio links (if applicable).

Please return to [programs@bpl.org](mailto:programs@bpl.org). For additional information, contact (617) 859-2382.