



# Westhampton Free Library

## Library Program Proposal Form

### General Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

How do you prefer to be contacted (circle one): PHONE      E-MAIL

### Program Information

Title of Proposed Program \_\_\_\_\_

Target Audience (circle applicable): Adults    Teens    Children    Family (All Ages)

Program Description (you may attach additional information to this sheet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated Length of performance: \_\_\_\_\_

Have you previously presented a program at Westhampton Free Library? Y/N

Have you previously presented **this** program at any other location? Y/N If yes, where and when?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(over)

Do you charge a fee? Yes\_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_

If applicable, please list professional references:

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Please circle applicable:

Preferred Time of Year for Program: Fall/Winter/Spring/Summer/Anytime

Preferred Time of Day for Program: Morning/Afternoon/Evening/Anytime

*\*please note scheduling is at the discretion of the programmer though preferences are taken into account whenever possible.*

The following equipment is available from library upon request. Please circle any requested (Additional equipment must be provided by performer):

Projector    DVD/Blu-ray    CD    Wireless clip-on mic    Wireless mic

Windows laptop    VGA input

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Additional Personnel Required for Set Up or Program Execution? Yes\_\_\_ No\_\_\_

If "Yes" how many additional personnel will be required? \_\_\_\_\_

Please return this proposal to: Westhampton Free Library

7 Library Avenue

Westhampton Beach, NY 11978

Attention: Program Department

***\*Please Note\**** The Westhampton Free Library receives hundreds of program requests throughout the year as well as multiple requests to use our space from outside organizations. Programs are chosen for the schedule at the discretion of library staff in deference to the needs and interest of our patrons. If we are unable to find a place for your program on our schedule your information will remain on file for future consideration. You will be contacted by the library once a decision has been reached as to whether or not your program will be added to our schedule.