



Springfield Public Library

Proposing a Library Program

As its mission, the Springfield Public Library strives to provide excellent library services for personal enrichment, lifelong learning, and the enjoyment of all.

All library programs are free and open to the public and are intended to promote and enhance the library mission and services.

Programs are selected by staff librarians. The selection criteria reflects the consideration of: the needs and interests of the community; the suitability of the event to the library's physical space; the program's contribution to the library's overall calendar of events; and the availability of Library staff to assist with the presentation of the program at the library venue.

Programs must comply with meeting room policies, be free of charge, and be open to the public. The library often plans programming at least **three months** in advance. Individuals or organizations interested in partnering with the library for a program may apply by providing the information requested below.

Proposal Requirements

Please use these criteria to create your proposal:

- Your contact name, address, city, state, zip code, phone number and email address
- Name of organization (if any)
- Description of program (detailed)
- Length of program
- Format (lecture, film, panel discussion, etc.)
- Total proposed cost of program (your fee, cost of materials, etc., if any)
- Names of speakers and/or performers with biographical information (please include digital photo if available)
- Previous presentations of this program (if any). Please include publicity sample.
- Describe how your program complements the library mission and interests of the community.
- Your preferred date and time (must take place during open library hours)
- Intended audience
- Equipment needs
- Book or CD sales (if any)
- Are you scheduled to present this program anywhere else in the area?
- Two reference contacts with relation to your proposal
(Please include: name, email, phone number and relation to your proposal)

Applicants will be contacted by staff within approximately three weeks of submission.

Please mail or email your proposal to the appropriate staff person for your program. For email submissions, include PROGRAM PROPOSAL in the subject line.

Mailing address:

Springfield Public Library
Attn: _____
225 5th Street
Springfield, OR 97477

Children's Programs:

Taylor Worley
tworley@springfield-or.gov

Teen Programs:

LuCinda Gustavson
lgustavson@springfield-or.gov

Spanish Language Programs:

Kristen Curé
kcure@springfield-or.gov

Adult Programs:

Kristen Curé
kcure@springfield-or.gov