

Clarington Library Museums & Archives Program Proposal Form



Community-Led

Thank you for your interest in presenting a program at the Clarington Library, Museums & Archives. As an integral part of our services, CLMA provides programming designed to educate, inform, and entertain members of all ages. We are committed to providing quality programming that supports and reflects the needs and diverse interests of our community.

Criteria for Proposed Programs:

- Meets the needs of the target audience
- Satisfies demand for the program and relevance for the community
- Supports the mandate of CLMA and its programming priorities
- Must comply with CLMA's policies
- Free of commercial advertising or direct solicitation
- Scheduled during regular library and/or museum hours

Please complete this Program Proposal Form with details of your presentation. You will be contacted if CLMA is interested in pursuing the program you have suggested. If we are unable to use your proposal at this time we will add your information to our program files for future consideration.

Contact Information:

Name

Name of Organization (if any)

Address

City Province Postal Code

Phone number Email

Website / Social Media (if applicable)

Qualifications/Expertise/Teaching ability

Two references and/or referrals (please provide contact information)

1.

2.

Program title _____

Name(s) of speaker(s) _____

Short description/synopsis of program (may be used for library advertising)

Program format	Lecture	Interactive	Panel discussion	Performance	Demonstration
Audience Age	Adult	Teen	Tween	Child	<input type="checkbox"/> Family
Preferred location	Bowmanville Online	Courtice No Preference	Newcastle	Orono	Sarah Jane Williams Heritage Centre

Maximum Audience Size _____

Length of program (including setup/breakdown time) _____

Why is this program a good fit for Clarington Library, Museums & Archives?

Have you presented this program before? If yes, where and when?

Is there a speaker's fee? No Yes \$ _____

Clarington Library, Museums & Archives provides programming to enrich the knowledge and experience of our members, and cannot be seen to support any one business over another. To this end, we ask that you agree that you not promote your own business or product and do not recruit clients. Please sign the following statement. I agree that in providing information to the members of Clarington Library, Museums & Archives for this library sponsored program, I will not promote my own business interest or recruit clients. I may make some mention of my company in introducing myself and my qualifications, but will not solicit business in any way.

Sign Here

Date: _____ Signature: _____

Please return this form to:

Samantha Aitken

Manager, Programs & Events

Clarington Library, Museums & Archives

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