

Program Proposal Form

Thank you for your interest in presenting a program at a Windsor Public Library branch. As a regular part of our library services, WPL provides programming that invites public discussion, encourages curiosity and creativity and promotes literacy and reading for all ages. We are committed to providing quality programming which supports or highlights the Library's mission, services, and collections.

Minimum Criteria for a Proposed Program to be considered:

- Meets the needs of the target audience
- Satisfies demand for the program and relevance for the community
- Supports the mandate of the Library and its programming priorities
- Must comply with Library policies
- Be open and free of charge to the public
- Free of commercial advertising or direct solicitation
- Scheduled during regular library hours
- Must not duplicate work already performed by unionized WPL staff

While we appreciate all submissions, we will only contact you if Windsor Public Library is interested in pursuing the program you have suggested.

If we are unable to pursue 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) _____

Program title _____

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

Duration Single session Series



Length of Program (e.g. 30 minutes, 1 hour, etc.) _____

Program Format Lecture Interactive Performance Demonstration

Audience Age: Adult Family Child Teen Seniors

Preferred Location: Budimir Bridgeview Central Chisholm Fontainebleau

Forest Glade John Muir Local History Riverside Seminole

Why is this program a good fit for Windsor Public Library?

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

Will you be providing your own marketing? Poster Social Media Flyers

***Your name/business must be included.**

Windsor Public Library provides programming to enrich the knowledge and experience of our community and cannot be seen to support any one business over another. To this end, program providers are required to agree **not to** promote their own business(es) or product(s) and will **not** use their program at Windsor Public Library to recruit clients.

I agree that in providing information to the customers of Windsor Public Library, I may mention my company in introducing myself and my qualifications but will not solicit business as noted above.

Date: _____ **Signature:** _____

Please return this form to your local branch or send to:

Leisa Pieczonka
Manager, Public Services
Windsor Public Library
185 Ouellette Ave
Windsor, Ontario N9A 4H7

Email: lpieczonka@windsorpubliclibrary.com

WINDSOR
PUBLIC LIBRARY Read Learn Discover

