Programming Partnership Proposal

Thank you for your interest in providing programming for our community. Your proposal will be evaluated on how well it aligns with the library’s strategic plan, programming goals, and the availability of library resources. Library programming efforts are planned at least eight weeks in advance of the event date.

Program Title/Topic: ____________________________________________________________

Presenter Name: ______________________________________________________________

Agency/organization (if applicable): _______________________________________________

Desired Date: ____________________ Program Length: ______________________________

Fee Required: ______________________________

Type of Program:  □ Class or instruction  □ Entertainment or performance

Target Audience:  □ Babies  □ Preschool  □ Ages 6-12  □ Teens  □ Children  □ All ages

If Adult, Program Category:  □ Arts/Literature  □ Community Well-Being
  □ Digital Literacy/Makerspace  □ Financial/Legal  □ Health/Wellness
  □ History  □ Jobs/Small Business  □ Science/Nature  □ Other: ______________________

Preferred Branch:  □ MP  □ MV  □ NB  □ NS  □ RV  □ SV  □ WB

Anticipated Audience Size:  □ 40-100  □ 25-39  □ 15-24  □ 15 or fewer  □ Don’t know

Please provide a detailed description of the program and include the qualifications of the presenter(s) or reviews of program content:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
Describe your goals in presenting the proposed program:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What is the intended impact on participants?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

How will you help promote this program?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Are you interested in having the program recorded and streamed and do you have permission from all content providers to do so?
☐ Yes  ☐ No

Presenters are not allowed to solicit funds, personal information, or promote commercial services. It is acceptable to make available promotional materials about the organization on a table at the back of the program. ☐ I agree

Contact person: ______________________________________________________________

Contact Email address: _________________________________________________________

Phone Number: ____________________________

For adult programming, please email this form to Carol Jackson: carol.l.jackson@co.ramsey.mn.us
For children’s programming, please email this form to Ann Wahlstrom: ann.wahlstrom@co.ramsey.mn.us
For teen programming, please email this form to Erica Redden: erica.redden@co.ramsey.mn.us