

Wood Library Adult Program Proposal Form

Please print. Return form to Barbara Henry, Wood Library, 134 North Main Street, Canandaigua, NY 14424.
If you need more information, please call Barbara Henry at 394-1381, Ext. 307.

Name:

Telephone:

Email:

Mailing Address:

Organization (if any):

Topic of Program:

Program Title:

Please describe the program and attach an outline of program content:

Please describe the program goal and target audience:

Name of program presenter(s)

Presenter Type: Individual Group Non-Profit Organization For Profit Business

Describe presenter's background:

Why do you want to do this program at Wood Library?

If you are an author, would you want to sell your book and do a book signing?

Ideal time and date:

Program length:

Presenter Fee/Honorarium:

No Yes Amount:

Have you offered this program before?

Yes No

If yes, where?

Library Equipment Needed:

Computer Projector Slide Projector VCR/DVD Player Stage
 Overhead Projector Podium/Microphone Easel Display Case

Room requirements:

Auditorium Style # of Seats _____ Tables & Chairs # of Seats _____

Signature:

Date: