



<b>Official Use Only:</b>	
Date Received _____	@ _____
Program Committee Review Date _____	
Approved/Declined _____	
Date Applicant Notification Date _____	

### Presenter/Program Proposal Form

New Castle County library programs are planned interactions between a presenter, or presenters, and patron participants offering an informational, entertaining or cultural experience for the purpose of promoting library materials, services, or facilities. Proposed programs are accepted based on their ability to meet the needs of the community, the library’s overall programming objectives, the suitability of each library’s physical space and the proven expertise of the presenter.

**Please note:** Program planning takes place 8 months, or more, in advance. All library programs must be free and open to the public. Approval may take up to 8 weeks. If the submitted program is accepted, you will be contacted by the appropriate NCC library branch member. Background checks on all presenters may be required. (See staff for details.)

### Presenter Information

Name (as it would appear on marketing materials):  
 Non-Profit                       For-Profit

Contact Name and/or Sponsoring Organization:

Phone: (                      )

Email: \_\_\_\_\_ Website: \_\_\_\_\_

<p>Target Audience:</p> <input type="checkbox"/> Children (0-5years) <input type="checkbox"/> Children(5-12 years) <input type="checkbox"/> Teens (13-17 years) <input type="checkbox"/> Adult <input type="checkbox"/> Senior <input type="checkbox"/> All Ages	<p>Event Type:</p> <input type="checkbox"/> Author Talk/Reading <input type="checkbox"/> Craft Workshop <input type="checkbox"/> Film Screening <input type="checkbox"/> Cultural <input type="checkbox"/> Lecture/Panel Discussion <input type="checkbox"/> Educational Workshop <input type="checkbox"/> Other (please specify)	<p>Length of Program: _____ minutes</p> <input type="checkbox"/> Single Event Program or <input type="checkbox"/> Series? How many in series? _____ <input type="checkbox"/> Frequency, if ongoing program: _____
		<p>Cost or charge for program:</p> <input type="checkbox"/> \$ _____ <input type="checkbox"/> No Charge

### Name and Description of Program

Please provide link to sample of your program

Provide a detailed description of the program, event or activity you are proposing.  
 Attach any publicity/brochures/marketing materials:

## Marketing Description

Provide a brief statement that could potentially be used on marketing materials to promote your program/performance to the public.

## References - Experience – Qualifications \*attach resume

Have you performed at any New Castle County Libraries before? If so, when? Which library?

Provide a reference that has used your performance or is familiar with you professionally.

Name:	Phone Number: (            )
Email:	Relationship to Reference:

List experience and/or qualifications to present this program and attach your resume:

By checking this box, I certify that all of the information I have provided on this form is true and accurate.

\_\_\_\_\_  
*Signature and Date*

**Note: Applicants will be notified of the status of their proposal within eight (8) weeks of submission.**

Return in person, by mail, or fax to your local New Castle County library. Fax numbers listed below:

Appoquinimink Public Library 302-378-5594  
Bear Public Library 302-838-3307  
Brandywine Hundred Public Library 302-477-4545  
Claymont Public Library 302-798-6329

Cobit-Calloway Memorial Library 302-378-8838  
Delaware City Public Library  
Elsmere Public Library 302-892-2213  
Hockessin Public Library 302-239-1519  
Kirkwood Library 302-995-7687  
New Castle Public Library 302-328-4412

Newark Free Library 302-731-4019  
Route 9 Library 302-657-8020  
Wilmington Public Library 302-654-9132  
North Wilmington Library 302-761-4291  
Woodlawn Public Library 302-571-7320



New Castle County Department of Community Services  
Matthew Meyer, County Executive