**Wells Branch Community Library Program Sponsorship Request**

Requests must be submitted 45 days in advance of program.

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| Requestor: | | | | | | |  | | | | | |
| Phone: |  | | | | | | | Email: | |  | | |
| Organization (Leave blank for individual): | | | | | | |  | | | | | |
| Program presenter name: | | | | | |  | | | | | | |
| Presenter contact information: | | |  | | | | | | | | | |
| Presenter bio/credentials: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Program name: | |  | | | | | | | | | |
| Program Description: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Time/Date (Leave blank if flexible): | | | | |  | | | | | | | |
| Cost (if any) including supplies: | | | | |  | | | | | | | |
| Suggested audience (ages, etc.): | | | |  | | | | | Expected attendance: | |  | |
| How does this program relate to the library’s goals and vision? | | | | | | | | | | | | |
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| Describe any staff assistance expected (including registration, marketing, setup, technology, space allocation, supplies, etc.): | | | | | | | | | | | | |
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| If materials will be distributed during the program, they must be approved at least seven (7) days in advance by library management. | | | | | | | | | | | | |
| A library manager will contact you within seven (7) days of receipt with our initial determination. We may ask for clarification or request a meeting with you if the program is selected for library sponsorship. Programs must adhere to all library policies, including the Program Policy and Meeting and Event Room Policy. | | | | | | | | | | | | |