**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? |
|  |
| Describe any staff assistance expected (including registration, marketing, setup, technology, space allocation, supplies, etc.): |
|  |
| 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. |