



TOWN OF MONROE

EDITH WHEELER MEMORIAL LIBRARY

733 Monroe Turnpike

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www.ewml.org



EDITH WHEELER
Memorial Library
explore + connect + create

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EDITH WHEELER MEMORIAL LIBRARY

PROGRAM PROPOSAL FORM

Please use one form for each program you are proposing.

1. Name(s) of Speaker(s) (as it will appear in Library marketing):

2. Title of Presentation (as you want it to appear in Library marketing):

3. Who is your target audience for the program? (Adult Services, Children's Services, Teen Services, General attendance)

Adult Services _____ Children's Services _____ Teen Services _____

General Attendance _____

4. Description of Presentation (as you want it to appear in the conference program; no more than 100 words). Keep it short and simple – this is what will draw the crowd!

5. Which day / time of day do you prefer? (Please note: flexibility regarding day and time of program is highly preferred.) Please check all that apply:

Preference for prime-time slots. _____ No Preference

_____ day of week _____ AM _____ PM

_____ day of week _____ AM _____ PM

6. Each program room will have a wired mic and podium, projector and screen, and Wi-Fi. Presenters will be responsible for providing their own laptops and cables. What are your speaker's additional A/V needs?

Wireless mic

Other AV or room needs (please specify and include any adaptive technology needs your speaker(s) or panel will require.):

7. If your speaker or speakers have a book or books available for purchase at the conference, please list them here:

8. What is your estimated budget (fees and reimbursement) for this program?

Speaker fee/Honorarium: \$ _____

Mileage: \$ _____

Other Expenses: \$ _____

Total Estimated Budget: \$ _____

9. Does your speaker/presenter require special accommodations? Please describe them.

10. Additional comments?

This form is for Library use only and the information will be kept confidential.