

# ACLS Program Proposal

Please fill out the following form if you are interested in presenting a program at any of the Allegany County Library System's locations. We need at least 2 months notice prior to the program. Due to high volume of program proposals received, the Library is unable to follow up with each inquiry. You will only be notified if the program is accepted.

Accepted proposals should expect to hear back within a week.

Please feel free to reapply in 6 months.

**If you are interesting in setting up an information table, please contact Alison Cline directly at [acline@alleganycountylibrary.info](mailto:acline@alleganycountylibrary.info)**

Things to consider:

- Programs must be free to attend.
- ACLS can provide tables and chairs, but you will need to bring all other equipment.
- No products or services may be advertised, solicited, or sold. Exceptions may be made by Coordinator of Events & Programs for sale of books or other items by authors or artists as part of a library program.
- You may not disrupt or interrupt an ongoing event or program to set-up for your event.
- Room capacity is governed by Fire Code regulations.
- Alcoholic beverages are not permitted on library property. Smoking is not permitted.
- At the discretion of the library, a program may be canceled due to unanticipated building or weather conditions.
- Programs must coincide with the normal operating hours of the library location.
- Presenters and attendees must follow the [Community Room Use Policy](#).

\* Required

1. **Contact Name:** \*

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2. **Email:** \*

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3. **Phone: \***

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4. **Organization:**

if applicable

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5. **Website:**

if applicable

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6. **List of partners:**

if applicable

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**Program Information**

7. **Which branch are you interested in having the program at? \***

Select all that apply.

*Check all that apply.*

- Frostburg
- George's Creek
- LaVale
- South Cumberland
- Washington Street
- Westernport

8. **Program Type: \***

*Check all that apply.*

- Art
- Author Event
- Community Services or information
- Educational Lecture or Demonstration
- History/Genealogy
- Performance - Music, Theatre, Dance
- Other: \_\_\_\_\_

9. **Intended Audience Age: \***

Check all that apply

*Check all that apply.*

- Children (0-12)
- Teens (13-17)
- Adults (18+)
- Seniors (65+)

10. **Title of Program: \***

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11. **Description of the program: \***

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12. **Length of program: \***

How long will the program be?

If this is a program that would happen more than once, please note how frequent as well.

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13. **Times and Days you can present the program? \***

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14. **What is the goal of the program? \***

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15. **What size of room and/or equipment are needed from the Library? \***

Chairs, tables, and projector may be available.

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16. **Expected attendance:**

If unsure, leave blank.

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17. **If you charge a presentation fee to the library, please enter the amount below:**

If \$0, please leave blank.

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18. **If this program has happened at other locations, please list them with dates here:**

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19. **Any other information we need to know?**

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**Promotions and Advertising**

If you plan to create your own promotional material, any advertisement or promotion, including print or digital brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and phone number of the individual or organization sponsoring the program.

The library name, logo, website and phone number may not appear on the publicity unless the advertisement is pre-approved by the Director of Marketing and Outreach.

All publicity material must include the following disclaimer: "Use of library community rooms does not constitute endorsement of this organization, this program or its content by the Allegany County Library System."

Promotional material may not be distributed or made public until you have received approval and confirmation of your program from the Coordinator of Events and Programs.

Assistance from the library's Marketing Department may be available for creating promotional material for your program.

20. **Do you want to work with the library's marketing team to create promotional materials for your program? \*Assistance may not be available based on library resources.**

*Mark only one oval.*

Yes

No

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