



ACLS Partnership Request 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 the 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.**
- We try to get back to accepted proposals within 2 weeks.
- We may reach out at a later date if we have an opening in programming planning.
- Please feel free to reapply in 6 months.

If you are interested in setting up an information table, please contact the branch directly.

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 the Coordinator of Public Services or the Executive Director 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](#)

1. Full Name:*

2. Email:*

3. Phone:

4. Organization:

5. Website:

6. List of partners:

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

Frostburg Library

George's Creek Library

LaVale Library

South Cumberland Library

Washington Street Library

Westernport Library

All branches

Other: _____

8. Program Type:

- Art
- Author Visit
- Community Service or Information
- Educational Lecture or Demonstration
- History/Genealogy
- Performance (music, theater, dance)
- Other: _____

9. Intended Audience Age:*

Select all that apply.

- 0-5
- 6-11
- 12-17
- 18+
- Seniors 55+
- Other: _____

10. Proposed Title(s) of Event:*

We can brainstorm later if you are unsure at this time.

11. Event Idea/Description:

What is your idea?

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. Example: 1 hour length, 30 min each for setup and teardown, once a month.

13. Times and Days you can present the program:*

14. What is the goal of this program?*

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

Chairs, tables, and projector may be available.

16. Expected attendance:

If unsure, leave blank.

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

If \$0, please leave blank

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

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

19. 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. All graphics must be pre-approved by the ACLS Marketing Department.

20. Please list any relevant qualifications you have related to the facilitation of this program.*

21. Please attach a copy of your resume.*

22. Please provide 3 personal or professional references, including name, contact information, and organization (if applicable).

23. Please attach any relevant sample work. (Writing, art, music, lesson plans, etc.)

24. Attach AdditionalFiles (if needed)