



EVENT PROPOSAL

Title of Proposed event		Proposed time(s) for event, day 1 Date:
Proposed Location for event		Time:
University Sponsor / Sponsoring Organization		Proposed time(s) for event, day 2 From: To:
Name of presenter (First) (M.I.) (Last)		Proposed time(s) for event, day 3 Date:
Address (Street, City, State, Zip)		Time:
Email	Phone	Fax
Please explain the purpose and goal of the event, and how it's relevant to an academic library		
Briefly describe scope, and content of the event, include format, duration, intended audience, and number of attendees expected. Describe any special needs event including storage, furniture, a/v. (Special requests for library assistance must be approved in advance of proposal.)		
Please list any associated events (either in library or elsewhere at UMKC or city) and/or promotional activities including website link(s) if available.		
IMPORTANT INFORMATION		SUBMIT EXHIBIT FORM
<ul style="list-style-type: none">• UMKC Libraries cannot provide staffing for the program or event including set up, during, or clean up after.• UMKC Libraries accept no responsibility for materials or equipment left in the library before, during, or after the program or event..		Send completed and signed proposal to Nicole Leone, Advancement Director, UMKC Libraries, 5100 Rockhill Rd. MNL212, KCMO 64110 or email .pdf leonen@umkc.edu . Please retain a copy for your records.
PROPOSAL SUBMITTED BY		
SIGNATURE:		DATE:
PRINT NAME:		
THIS SECTION FOR LIBRARY USE ONLY		
Approval by Authorized Library Representative		
SIGNATURE:		DATE:
PRINT NAME:		