

Programming Partnership Proposal



Thank you for your interest in providing programming for our community. Your proposal will be evaluated on how well it aligns with the library's strategic plan, programming goals, and the availability of library resources. Library programming efforts are planned at least eight weeks in advance of the event date.

Program Title/Topic: _____

Presenter Name: _____

Agency/organization (if applicable):

Desired Date: _____ Program Length: _____

Fee Required: _____

Type of Program: ☐ Class or instruction ☐ Entertainment or performance

Target Audience: ☐ Babies ☐ Preschool ☐ Ages 6-12 ☐ Teens ☐ Children ☐ All ages

If Adult, Program Category: ☐ Arts/Literature ☐ Community Well-Being
☐ Digital Literacy/Makerspace ☐ Financial/Legal ☐ Health/Wellness
☐ History ☐ Jobs/Small Business ☐ Science/Nature ☐ Other: _____

Preferred Branch: ☐ MP ☐ MV ☐ NB ☐ NS ☐ RV ☐ SV ☐ WB

Anticipated Audience Size: ☐ 40-100 ☐ 25-39 ☐ 15-24 ☐ 15 or fewer ☐ Don't know

Please provide a detailed description of the program and include the qualifications of the presenter(s) or reviews of program content:

Describe your goals in presenting the proposed program:

What is the intended impact on participants?

How will you help promote this program?

Are you interested in having the program recorded and streamed and do you have permission from all content providers to do so?

☐ Yes ☐ No

Presenters are not allowed to solicit funds, personal information, or promote commercial services. It is acceptable to make available promotional materials about the organization on a table at the back of the program. ☐ I agree

Contact person: _____

Contact Email address: _____

Phone Number: _____

For adult programming, please email this form to Carol Jackson:

carol.l.jackson@co.ramsey.mn.us

For children's programming, please email this form to Ann Wahlstrom:

ann.wahlstrom@co.ramsey.mn.us

For teen programming, please email this form to Erica Redden:

erica.redden@co.ramsey.mn.us