

Program Application

Performer & Program Information:

Performer's Name: _____

Mailing Address: _____

E-Mail: _____ Phone: _____

Program Title: _____

Program Age Level: *(Please indicate the targeted age of the audience)* _____

Program Description: _____

What qualifications do you have to present this program: _____

Technology Requirements: (please check all materials the library should provide)

Laptop Mouse Podium TV (for presentations) HDMI Cable

VGA Cable Handheld Microphone Clip-on Microphone Presentation Remote

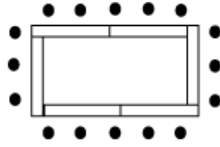
OTHER: _____

Room Setup: *(circle the setup)*

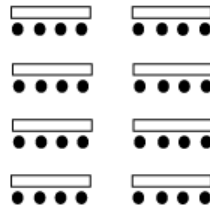
A. Auditorium Setup



B. Book Discussion Setup



C. Classroom Setup



D. No Chairs

Other setup (please specify): _____

Please indicate the number for each item: _____ Chairs _____ Tables

Supplies/Materials You Will Provide: _____

Cost of Program: _____

Audience Maximum: _____
(The Community Room has a capacity of 95)

Additional Information: _____

Fairport Public Library's programs are booked 6 months in advance. Please attach any brochures, flyers, and/or references. You will be contacted if a Librarian is interested in your program. Prior to submitting your application, please read the attached page "Program Procedures and Guidelines".

Thank you for your program submission.

Program Procedure and Guidelines at Fairport Public Library

Program Procedure

1. Presenter will complete the program application (**online link**)
2. A librarian will contact the presenter if the library is considering hosting the program.
3. If under consideration, the librarian and presenter will work together to find a date and time to host the program and work on any further pertinent details.
4. For programs that require payment, presenters will sign the invoice provided by the librarian on the day of the program. Presenters must provide their Social Security Number or Tax ID number on the invoice.
5. The Library Board will then approve the invoice at the next Board Meeting. *Please note that Board Meetings are the first Tuesday of the month. Some checks can take up six weeks for payment.*
6. A check will be mailed to the presenter after the Board Meeting via the information provided on the invoice.

Program Guidelines

1. All publicity will be handled by the librarian overseeing the program unless otherwise discussed with the presenter. *Publicity on social media by the presenter is permitted.*
2. The program must be of generic nature and not a description of specific products or services.
3. Any brochures or handouts given to program attendees must be of generic nature and must be submitted five business days in advance to the librarian overseeing for the program.
4. The library will provide any necessary signage regarding the program.
5. If a program has fewer than five people registered for a program 24 hours prior to the start of the program, the library will cancel the program.
6. The person or organization shall not claim in any form whatever that Fairport Public Library endorses the presenter or any product or services described by the presenter.
7. The registration list is subject to confidentiality laws and is the property of the library.
8. Failure to comply with these guidelines will result in cancellation of the program.