



# BROCKVILLE PUBLIC LIBRARY

PO Box 100, 23 Buell St.  
Brockville, ON K6V 5T7  
613-342-3936 | fax: 613-342-6096  
brandy@brockvillelibrary.ca

## Program and Event Proposal Form

|            | Contact Information |
|------------|---------------------|
| Name:      |                     |
| Address:   |                     |
| Telephone: |                     |
| E-mail:    |                     |

**Proposed Program or Event:**

**Category/Topic:**

**Target audience:**

**Will this be a registered program/event?**

**Will there be a fee for this program/event?**

*If so, what is the proposed fee?*

**Where will the program or event take place?**

**What dates are you interested in running this program/event?**

**Please provide a detailed description of the proposed program or event. Include the proposed format – discussion, lecture, workshop, activity etc.**



# **BROCKVILLE PUBLIC LIBRARY**

PO Box 100, 23 Buell St.  
Brockville, ON K6V 5T7  
613-342-3936 | fax: 613-342-6096  
brandy@brockvillelibrary.ca

## **Program and Event Proposal Form continued...**

**How does this program fit in with the library's goals and mission?**

**Are there other programs like this currently available in our community?**

*If yes, please describe.*

**What resources are required for the proposed program/event?** *Please include a budget outline including for example: meeting room, library staff, volunteers, tables, a/v equipment, craft supplies etc.*

**Your Skills and Qualifications:**

---

**Date**

---

**Signature** (18 years of age or older)



# **BROCKVILLE PUBLIC LIBRARY**

PO Box 100, 23 Buell St.  
Brockville, ON K6V 5T7  
613-342-3936 | fax: 613-342-6096  
[brandy@brockvillelibrary.ca](mailto:brandy@brockvillelibrary.ca)

## **Program and Event Proposal**

Thank you for your interest in programs and events at our Library!

Our vision is a vibrant community catalyst for culture, discovery and connections, and our goal is to be a community centre for resources for everyone to explore, learn, create and share.

Please complete our Program and Event Proposal Form and submit it to Brandy Smith, Community Development Coordinator, with the following required documentation. We will assess the proposal and contact you as soon as possible. Your proposal will be kept on file for 6 months.

### **Checklist**

1. Have you included your mandatory Criminal Record Check?
2. Have you completed the Program and Event Proposal Form?
3. Have you included a budget outline?
4. Have you included your resume?
5. Do you agree to complete Accessibility for Ontarians with Disabilities and Integrated Accessibility Standard Regulations Training?

### **Brandy Smith**

Community Development Coordinator  
Brockville Public Library  
613-342-3936 ext. 6432  
[brandy@brockvillelibrary.ca](mailto:brandy@brockvillelibrary.ca)