Kent County Public Library Program and Event Proposal Application

Thank you for your interest in presenting a class, event, or performance at KCPL. Please complete this application so that we may determine if your proposal aligns with our current programming needs. KCPL selects programming to respond to the information, education, and entertainment needs and interests of the community. Library programs are non-commercial in nature and may not be used to advertise a business or recruit customers.

Submitting an application does not guarantee an invitation to present a class or event at KCPL. Applications are reviewed monthly at regularly scheduled programming team meetings. Please apply at least three to six months in advance of when you are interested in offering a program.

I am applying as:

○ Author   ○ Presenter/Lecturer   ○ Artist   ○ Performer

Personal Name	
Business Name (if applicable)	
Address	
City/State/Zip	
Email	
Phone	
Website (if applicable)	

Proposed Class/Event Title:

Please briefly describe this class/event:

Please describe your experience and/or expertise related to the focus of your class/event.

How will attendees benefit from this class/event? Please be as specific as possible.

What makes this class/event important, unique, or different from what is already offered at KCPL? Please be as specific as possible.

What community need, issue, or interest does this class/event address?

What is the target age group for this class/event?

○ Adults   ○ Teens (13-17)   ○ Tweens (11-12)   ○ Children (0-10)   ○ Multi-generational

What category does this class/event best align with?

○ Art, Craft, or Creative Pursuits   ○ Author Event

○ Business, Legal, or Financial Education   ○ Cultural & Community Enrichment

○ DIY Experience   ○ Environmental or Science Education

○ History or Current Events   ○ Other: _____

If applying to offer an author event, please provide the following information:

Book title: _____ ISBN: _____

Publisher: _____ Year of Publication: _____

What materials, supplies, or equipment would you supply?

What materials, supplies, or equipment would you request that KCPL supply?

What is the cost of the class/event?

◯ I will volunteer my services as a presenter. There will be no cost.

◯ I require a fee/payment for my services. My fee per class/event is _____.

What else should we know about your class/event?

Please provide any additional information or materials that may help us assess how well your class/event will meet KCPL's programming needs (e.g., testimonials, social media, link to virtual portfolio, etc)**.** KCPL may follow up with questions and/or to request additional information as part of the application review process.

I have reviewed and understand KCPL's Programming Policy and attest that my proposed class/event meets the selection criteria.

Signature: _____ **Date:** _____

Thank you for your interest and for applying to present at KCPL!

Please return the completed application to any KCPL location or send via mail or email:

Attn: Director of Public Services
Kent County Public Library
408 High Street
Chestertown, MD 21620
public@kentlib.org