

Program Proposal Submission Form

Public Programs

Thank you for your interest in providing a program or event at Jersey City Free Public Library. We currently have ten branches throughout Jersey City.

The Jersey City Free Public Library seeks to promote lifelong learning and to cultivate equity in our community through innovative programs. We plan our programs at least **four – six months in advance** to allow for adequate publicizing of the event.

If your program fits within current community interests and the strategic priorities of the library, a programming librarian will contact you.

All prospective presenters must complete an online application. We do not accept program proposals by email, phone, mail or in person at our library branches.

Please note the following before submitting:

- Programs must be open and free of charge to the public.
- Programs must be non-commercial. This prohibits solicitation for services or products, promotion of a business and collection of patron contact information.
- Programs or events may not be used for sectarian, religious, or partisan political purposes.

Presenters are expected to fully develop their own program. Library staff are not available to assist in program development, such as creating PowerPoint presentations, making copies, etc.

We select programs that align with our mission, programming initiatives and priorities. Programs are selected based on quality, and the expertise of presenter/performers.

We will contact you directly if your program aligns with our interests and requirements. In the event you do not receive a response from us, please consider it as an indication that your program has not been selected for our current schedule.

All booked presenters must sign a Programming Agreement. In addition, paid presenters will need to provide an invoice and a W-9. Once a presenter is confirmed, we will provide all required paperwork. Also note, presenters working with participants under the age of 18 may be subject to a background check.

Please note that we may also require a [New Jersey Business Registration Certificate](#).

****All programs involving movement (fitness, yoga, dance, etc.) require Fitness Instructor insurance with a minimum one-million dollar liability.**

Name – First Middle Last

Organization

Representative's Title

Email

Phone Number

Street Address Line 1,

Line 2,

City, State, Zip Code

Website:

Social Media Handles:

What age group is your program intended for? (check)

- Early childhood (5 and younger)
- School-age (ages 5 – 9)
- Tweens (9 – 12)
- Teens (13 – 18)
- Adults (19+)
- Older Adults (55+)
- Family (all ages)

What type of event do you propose? (check)

- Author/Book Talk
- Arts/Artist Talk
- Creative Arts/Crafts – Interactive workshop
- Performing Arts – Music, dance, theater, etc.
- Health/Wellness
- Educational
- Lecture/Panel Discussion
- Film Screening
- [blank space]

Program Proposal

Describe program in 125 words or less. Please include all pertinent information about the program.

Qualifications/Experience

Please list all qualifications and/or experience around the topic of your proposal.

Equipment required

Please list any special equipment or technology required.

Have you presented at JCFPL before?

[If yes, please let us know when, where and event title.]

Is there a fee associated with your event?

If yes, please provide details.

Have you discussed this program with JCFPL staff?

If yes, list Branch and name of person.