



Tompkins County Public Library

Co-sponsored Program Application

Name of Community Organization: _____

Name of Program

Organizer/Contact: _____

Address: _____

Phone: _____

Email: _____

Title of proposed program:

Desired date(s) of program(s):

Time of the event:

Please describe the purpose, target audience, and anticipated attendance of this program:

Why does your organization want the library to co-sponsor this program?

Is registration required, if so how do people register for the program?

What types of room/space requirements are needed for the program?

What type of support do you need from the library (example: AV assistance, host)?

Who from your organization will be present on the day of the program?

How will your organization promote the program?

Is there a back-up speaker/presenter/program should there be a last minute problem or emergency or will the program(s) need to be cancelled if the planned presenter is unavailable for any reason?