

The Bellingham Public Library welcomes proposals to co-sponsor programs that meet our mission:

Connecting our community with each other and the world
READ · LEARN · MEET · DISCOVER

Each year we partner with a few select organizations and individuals to present free programs to the public. Due to limited staff time and meeting room availability, we carefully choose programs to co-sponsor that are an optimum fit with our mission and our strategic plan.

A minimum lead time of three months is preferred to review and consider proposals, identify any staffing needed, reserve a meeting room, and publicize the program.

By submitting this proposal, program contacts and/or presenters agree to:

- Offer the program at no charge to either the library or the public;
- Commit to present the specified program as scheduled;
- Follow the Bellingham Public Library Rules of Conduct and all local, state, and federal laws;
- Assist with publicity about the program, including references to Bellingham Public Library co-sponsorship and including our logo when feasible;
- Collect program attendance data, and any public feedback, and provide it to the library.

Once a proposal has been accepted, Bellingham Public Library will:

- Reserve meeting room space at no charge to the presenter;
- Publicize the program on our online events calendar and in a monthly news release;
- Prepare a display for digital signs in our libraries.

The Bellingham Public Library will also consider:

- Collaborating with your organization on more extensive publicity, such as posters for community distribution, social media attention, paid advertising, etc.
- Provide a staff host to welcome guests, introduce the program, assist with set-up and take down of chairs, tables and other equipment.

Title of Proposed Program: _____

Intended audience (ages, # of attendees): _____

Program Description/Outline:

Presenter's Name: _____

Presenter's Telephone: _____ Email: _____

Contact Name (if different than presenter): _____

Contact Telephone: _____ Email: _____

Organization (if any): _____

Presenter's Background/Qualifications/Previous Experience:

How does your program proposal relate to the Bellingham Public Library mission?

Preferred Date(s) or Day(s) of Week, Times: _____

Length of Program _____ (hours, minutes)

Additional time needed for set up _____ (minutes) and take down _____ (minutes)

Preferred Location: _____ Central Library _____ Fairhaven Branch

A/V and other equipment needed: *(Information on equipment available in our various meeting rooms can be found on our website www.bellinghampubliclibrary.org/yourlibrary/reservearoom.aspx and in our Community Rooms brochure.)*

By signing this proposal, I understand and accept the terms set forth by the Bellingham Public Library.

Signature: _____ Date of submission: _____

Please complete form, attach additional information if needed, and return to the Central Library in person, by mail, or by scanning and emailing, to:

For children's programs: Bernice Chang, Youth Services Department, bchang@cob.org

For adult programs: Janice Keller, Communications & Programming Manager, jkeller@cob.org

Mailing address: Bellingham Public Library, 210 Central Avenue, CS-9710, Bellingham, WA 98227-9710