



## Program Proposal Application Form

To partner with Bowen Island Library on events, presentations, or programs

Bowen Island Public Library welcomes proposals from the public to partner with the library on presentations, events, workshops and programs. Priority is given to programs that complement the library's collections and services, or support the library's [vision, mission](#) and [strategic priorities](#).

We take into consideration the interests of the local community, the suitability and availability of the library's space and resources, and a program's contribution to the library's overall schedule of events.

Programs must be free and open to all members of the public. The library is unable to offer monetary compensation to program partners.

If your program is selected, the Library coordinates the program in partnership with you, and the Library provides our venue, a poster, online marketing, and event liability insurance. We hope the program partner will promote in additional ways. The library cannot guarantee an audience of any particular size.

**PLEASE NOTE:** Library programs are usually arranged 3 to 6 months in advance. Please use the schedule below for application deadlines and determining when you would like to present at the library.

PROGRAM CYCLE	PROPOSAL DUE
Winter (January – March)	November 15
Spring (April – June)	February 15
Summer (July – September)	May 15
Fall (October – December)	August 15

Please complete the information below and submit to [info@bowenlibrary.ca](mailto:info@bowenlibrary.ca)

**Contact Information:**

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Name of presenter if different from above \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

When do you hope to present this program? (Please see program application deadlines above.)

What is the topic or subject area of your program? (Select one or more from the following)

- Author, illustrator or literary
- Local history or topic specific to Bowen Island
- General learning or literacy
- Art and culture
- Social engagement (community building or social dialogue)
- Fun or entertainment
- Digital learning
- Other: \_\_\_\_\_

Who is your target audience? (Select as many as applicable)

- Senior
- Adult
- Youth (teen)
- Children

Proposed name of program:

Please describe your program (300 words or less):

Why are you the right person or organization to deliver this program? (Or alternately, why is the presenter you are proposing the right fit?) Please outline any experience or expertise in this area.

Why did you choose the library as a potential partner?