

# Peters Township Public Library

616 East McMurray Road  
McMurray, PA 15317  
724-941-9430

Website: [www.ptlibrary.org](http://www.ptlibrary.org)  
Email: [skrawiec@pt-library.org](mailto:skrawiec@pt-library.org)

# PROGRAM PROPOSAL FORM

We are currently accepting Program Proposals for virtual programs that can be offered via Zoom and in person programs.

Today's Date \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (Zip Code)

WEBSITE (if available): \_\_\_\_\_

TITLE OF PROPOSED PROGRAM: \_\_\_\_\_

GENERAL PURPOSE OF THE PROPOSED PROGRAM: \_\_\_\_\_

\_\_\_\_\_

WHEN WOULD YOU BE INTERESTED IN OFFERING THE PROGRAM? \_\_\_\_\_

PREVIOUS PROGRAMS AT OTHER PUBLIC LIBRARIES: \_\_\_\_\_

\_\_\_\_\_

IS THERE A SPEAKER FEE FOR THIS PROGRAM? IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

EQUIPMENT NEEDS: \_\_\_\_\_

MINIMUM ATTENDANCE REQUIRED \_\_\_\_\_ MAXIMUM ATTENDANCE REQUIRED \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**PROGRAM PROPOSAL PROCEDURE**

1. Send your application form to address above, attention: PROGRAM PROPOSAL.
2. A follow-up phone call/email will be made only if there is further information needed.
3. Once reviewed, a letter will be sent notifying you of acceptance or denial of program.

As a co-sponsored library program, our policy states that other than in your formal introduction, presenters should refrain from promoting their place of business during the presentation. Handouts, signs with business information, or other forms of advertisement are not permitted. You are free to make contacts and share any business information outside of the program in which you are presenting.

To learn more about the criteria for PTPL Programs, please visit <https://ptlibrary.org/about-us/policies-and-procedures/>

Peters Township Library and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of library facilities granted pursuant to this application.

You may refer all questions to: [skrawiec@pt-library.org](mailto:skrawiec@pt-library.org) or 724-941-9430, ext. 3260