

PARTNER & PRESENTATION APPLICATION

Please complete the application below after reading the programming guidelines. The decision and notification for your application can take up to 45 days. Incomplete applications will be automatically rejected.

Requested library location (click as many as apply)

- Acacia Library
- Agave Library
- Bookmobile
- Burton Barr Central Library
- Century Library
- Cesar Chavez Library
- Cholla Library
- Desert Broom Library
- Desert Sage Library
- Harmon Library
- Ironwood Library
- Juniper Library
- Mesquite Library
- Ocotillo Library & Workforce Literacy Center
- Palo Verde Library
- Saguaro Library
- South Mountain Community Library
- Yucca Library

Intended Age Range

- Birth to 5
- Kids 6-12
- Teens 13-18
- Adults
- Seniors

Program Type

- Lecture/Presentation
- Workshop
- Instructional
- Performance/Entertainment

Applying as a ...

- Business
- Non-profit (Non-profit *Tax ID number or Determination letter may be requested)
- Individual

ORGANIZATION/PRESENTER INFORMATION

Name/Point of Contact:

Position Title (if applicable): Phone:

Organization (if applicable):

Address:

City: State: Zip:

Email:

Website (if applicable):

Social Media (if applicable):

Better Business Bureau Link (if applicable):

GuideStar, Charity Navigator or Charity Alliance Link (if applicable):

PROGRAM INFORMATION

Title: Length of Program: Max # of Attendees:

Phone: Size of Space Needed:

Supplies You Will Be Bringing:

Equipment Needed:

Cost:

Are you a registered City of Phoenix vendor? Yes No Vendor # (if applicable):

Is this program offered in language other than English? Yes No
If yes, which ones:

Are there handouts being distributed in this program? Yes No
If you answered YES, please include all handouts when submitting your application.

What is your availability for this program?
Days: M T W TH F SA S
Times: 9 a.m. to 12 p.m. 1 p.m. to 6 p.m.

Preferred Dates:

Program description:

Has this program been presented before? Yes No
If yes, where has this program been presented before:

Briefly explain what attendees can expect to learn or experience from this program:

Briefly explain how this program benefits the Library and community:

Briefly describe your credentials for leading this program, including membership in any professional associations, degrees, or special training in the topic:

REFERENCES

Please provide two professional references that we may contact from organizations that have hosted this program. References are preferred but not required.

Name: Relationship to you:

Phone: Email:

Name: Relationship to you:

Phone: Email:

Completed applications will be reviewed to determine suitability within Phoenix Public Library standards. Applications and presentation contents will also be reviewed for potential harm to customers or liability to the City.

Restrictions

By submitting this application, the partner/presenter agrees to not:

- Solicit personal information from customers
- Sell products or services on-site (except for author programs or with preapproval from Library Administration)
- Collect members' names and/or other contact information through mailing lists, sign sheets, drawing tickets, etc.
- Make or arrange appointments with or for members on-site
- It is at the customers' discretion to contact each person or organization after the presentation. Contact information in the form of handouts, business cards, etc. may be left at the end of the presentation for customers to take with them for future use.
- Scheduling a program is at the discretion of Library Supervisors. Topics are selected to fit program needs and the interests of each community. Approval of application does not guarantee a program will be scheduled.

Terms of Application

Approved applications will appear on a Screened Presenter list for 24 months. At the end of the period, reapplication is required. Correspondence will be sent to all individuals on the Screened Presenter List prior to expiration.

Termination from List

The City reserves the right to remove the partner/presenter from the Screened Presenter list at any time, for non-compliance of program restrictions (as outlined above) or changes to the nature of the presentation(s) or marketing materials outside the description provided on the application. The partner/presenter will have the right to ask for a review if such an incident occurs.

By submitting this application, I agree to the guidelines and requirements as stated above.