



Co-Sponsored Programming Application Form

- A request for a program should be received 2 months in advance. We may make exceptions on a case by case basis as staff time and room availability allow.
- We reserve the right to conduct a background check on anyone who provides programs for children, ages 18 and under.
- Due to the high volume of applications we receive, we are not able to accept every applicant. We will contact you if we are able to accommodate your program.
- Because of limited financial resources, our pay scale and ability to pay presenters varies. TCPL looks at other factors such as topic, potential audience, program space, etc. when negotiating fees.
- If selected for a program, please submit contact information for one reference, an invoice, and a completed W9 form.

Type of program*

Adult

Teens

Kids

All Ages

Your name

Business name or stage name (if applicable)

Phone number

Your email address

Website address (if available)

Street Address

State

Zip Code

Credentials/experience

Will you be sharing information about or advertising a company or product in any way?

N/A

Yes

No

If you answered yes to the previous question, please explain



Can you present in another language? If so, please list language(s)

Title of program

Description of program

How does your program fit the Mission of the Tompkins County Public Library? (See Mission text directly below this field)

TCPL Mission: Tompkins County Public Library is a core community service. We provide free and open access to services, resources, and programs that foster literacy, cultural appreciation and personal growth and community connections.

Maximum number of participants

We cannot accommodate more than 110 people in the BorgWarner Room and more than 57 people in the Thaler Howell Room. **If you anticipate more than 110 participants, please consider another location.**

Will you require registration?

Yes No

Program duration

Typical programs are 1-2 hours.

Type of presentation

Performance

Lecture

Hand on/interactive

Other

Do you charge a fee?*

Yes No



What is your fee?

If there is a fee, the library requires that you submit an invoice and W9 form.

Space/equipment needs (select all that apply)

Laptop

Projector

Microphones- How many?

Podium

Sink/ Refrigerator

Room Setup – (Auditorium style, circle of chairs, etc)

Would you be able to provide photos of (select all that apply)

Yourself

Project

Book cover

Other

If you selected “other” above, please explain

If available, please upload any photos and/or images here.

Do you have avenues to advertise your program? (select all that apply)

Email lists

Website

Social media

Print collateral

Other

If you selected “other” above, please explain