

DATE:

BUSINESS:

HOST A LIBRARY PROGRAM

If you would like to host a library event at your business or organization, please fill out this proposal form.



EVENT REQUIREMENTS: Events must be free to attend and open to the public. Events must follow our meeting room guidelines.

EVENT SCHEDULING: Library events are typically scheduled a minimum of 4 months ahead of time.

SUBMISSION: Submit completed forms or questions to libprograms@siouxfalls.org.

PROPOSAL REVIEW: Proposals will be reviewed by library management. Library staff will inform you of the decision regarding your application.

PARTNER DETAILS

BUSINESS / ORGANIZATION NAME

ADDRESS

EMAIL

ADDRESS #2 (OPTIONAL)

CONTACT NAME

CONTACT TITLE

CITY

STATE

ZIP CODE

PHONE NUMBER

VENUE ACCOMMODATIONS

PA SYSTEM

21 AND OVER?

PROJECTION
SCREEN

SPACE FOR LIBRARY
TO PROMOTE SERVICES

WIRELESS
INTERNET

VENUE
CAPACITY: _____

LIST ANY ADDITIONAL FEATURES THAT MAKE YOUR VENUE UNIQUE:

LIBRARY AND PARTNER BENEFITS

WHAT MAKES THIS PARTNERSHIP BENEFICIAL TO BOTH YOUR ORGANIZATION AND SIOUXLAND LIBRARIES?

ARE THERE ANY FEES ASSOCIATED WITH USING THIS VENUE OR PARTNERING WITH YOUR ORGANIZATION?

OTHER INFORMATION

WHAT TYPE OF EVENT(S) ARE YOU INTERESTED IN HOSTING?

DURATION: ONE-TIME ONGOING

DATE