

## Appendix A: Library Program Suggestion Form



The Trustees of the Nevins Library have established a Programming Policy. This policy includes a procedure for Methuen Residents to suggest themes, topics, or presenters of Library Programs. We often plan events months or even further ahead, and encourage your suggestions. Please complete this form and return it to any staff member, who will forward it to appropriate Library Staff.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent an organization? Yes No Name of Organization \_\_\_\_\_

Recommended Program Audience:

Preschool Children School Aged Children Teens Adults Senior Citizens

Topic or Theme you'd like to suggest for a library program (be as specific as possible):

Presenter you'd like to suggest for a library program (Name, contact information, credentials, cost if known)

Signature \_\_\_\_\_