



Cranbury Public Library Programming Intake Form

Name _____ Company/Production Name _____

Address _____ Phone _____

Email _____ Website _____

Do you have a suggested title for this program? _____

Please describe the content of this program. _____

Do you have any site requirements for this program? (*Access to a projector, screen, sink access, tables, etc.*) _____

Who is our target audience? (*Adults, teens, children ages 9-12, etc.*) _____

Is there a charge for this program? **YES or NO** If **YES**, how much? _____

Have you presented this program before? **YES or NO** If **YES**, please let us know of any other venues where you have presented and include their contact information. _____

Availability (*Evenings, days, weekends, specific days during the week.*) _____

Please attach reviews from prior presentations, a bio, credentials, and a photo for publicity.

Thank you for your interest in presenting a program at the Cranbury Public Library. The library offers programs based on a wide variety of factors, including but not limited to: community interest, seasonal themes, recognition of important dates and months, cost, staff and meeting room availability, local and library initiatives, presenter credentials, and more. We appreciate your interest and willingness to serve the Cranbury Community. Thank you for thinking of us.

STAFF USE ONLY

Received by- Date _____

Received by- Staff Name:- _____