



TIGARD PUBLIC LIBRARY

Serving the public since 1963

13500 SW Hall Blvd., Tigard, OR 97223

503-684-6537 • www.tigard-or.gov/library

Program Proposal

The Tigard Public Library focuses on educational programming that raises cultural awareness and provides information about current issues of interest to members of the Tigard community.

Programs at the Library are informational. As a publicly-funded institution, promotion of any commercial entity, product or service, as well as the solicitation of customers or clients, is prohibited at our programs. You are welcome to bring business cards and/or flyers to leave on a table in the room for individuals to pickup as they choose. However, such material may not be actively distributed to participants, and any reference to your business, products or services should only be made as it serves the strictly informational purposes of the program.

Planning and publicity for Library programs is done 2-4 months prior to the date of the event.

Please complete the Program Proposal and return to the Library or mail to:

Tigard Public Library

Attn: Adult Services Programming Coordinator

13500 SW Hall Blvd.

Tigard, OR 97223

Date: _____

Name: _____

Name of organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email address: _____

Website: _____

Title of Program/Presentation: _____

Description of Program:

Targeted Age Group: _____

Maximum audience size? Yes _____ No _____ Maximum enrollment _____

Length of Program: _____

Costs (professional fee, materials costs, etc.): _____

Equipment provided by presenter:

Equipment requested at performance site:

Comments:
