IMPORTANT: This document is only for previewing the questions found on the online application. The Toronto Public Library only accepts the online program proposal application. Do not submit this document or a replication as an application.

An asterisk (*) indicates that an answer is required for the question.

Presenter/Performer Information
* Program presenter/performer name
* Email address
* Phone number
Organization
Website(s)
Representative/application submitter name and contact information (if different from above)
Contact preference (if you answered the previous question)
Contact presenter/performer directly
Contact representative/application submitter

About Your Program
* Type of program
Author talk
Lecture/presentation
Film screening
Performance/theatre
"In conversation with..."/panel
Concert
Workshop
Other (please specify)
* Program title

* Program description (approximately 300-350 words or less)

* Program outline

Please provide an outline of what will occur during the program and any materials (i.e., books, etc.) that you plan to use. Include all activities that will be conducted during the program.

If this program is specifically designed for persons with disabilities, please provide specific examples of how the program has been developed for this audience.

* What can participants expect to gain from this program?

**Alignment with the Library’s Strategic Plan**

Breaking down barriers to access, driving inclusion

Expanding access to technology and training

Establishing TPL as Toronto’s centre for continuous and self-directed learning

Creating community connections through cultural experiences

* Target audience (maximum of 3 categories)

A valid Vulnerable Sector Police Reference Check is required for those presenting to vulnerable audiences. Should you require this check, you will be contacted.

Children 0-5

Children 6-12

Youth 13-17

Adults 18-24

Adults 25-64

Adults 65+

**Program language**

English

French

Other (please specify)
Program time, location, and other details

*Program cycle* (time of year you are available * to present)

Summer
Fall
Winter
Spring
Any time of year
Other (You may indicate here if this program is time-sensitive and for what period of time. For example, if you are only in town during a specific time.)

* Time of day (check all that apply)

Weekday daytime
Weekday evening
Saturday
Anytime
Other (please specify)

* Program duration

Include time needed for a question period.

30 minutes
60 minutes
90 minutes
120+ minutes
Other (please specify)
* TPL location

Which areas or branches are you interested in presenting at? Check all that apply. ([Click here for a map of locations](#))

- All areas and branches (no other checks required)
- Agincourt / Barbara Frum / Fairview area
- Albert Campbell / Cedarbrae / Malvern area
- Albion / Maria Shchuka / Yorkwoods area
- Bloor-Gladstone / Brentwood / Richview area
- Don Mills / Pape-Danforth / S.Walter Stewart area
- Lillian H. Smith / Northern District area
- North York Central Library
- Toronto Reference Library
- Other (specific library branch or branches)

* **Optimal number of program participants**

Note: attendance size is not guaranteed. Minimum / Maximum

* **Fee** - Consider and include all costs such as materials/supplies and travel. You may suggest a fee range, eg $100-200. Indicate if your fee includes HST.

- None; offered to the library at no charge
- This program is grant-funded
- Amount (please specify)

* **Technology needed (to be provided by the library)**

- Laptop, Projector, Podium/lectern, Television screen, DVD player
- Other (please specify, and indicate if this technology is for accessibility)
Would you be interested in doing this presentation via TelePresence?

TelePresence allows you to deliver your program live at one location and interact with participants at a remote location at the same time. This technology is not available at all branches.

Yes

No

* Will your program involve live animals?

Yes

No

* Do you have any related materials or services that you will highlight, give away, or sell during the program?

Yes

No

Related Materials

Is your material (book, ebook, DVD, CD) available for borrowing from TPL?

Yes

No

Unsure

Not applicable

Is your material self-published? If your book is currently not available to borrow from TPL, please refer to the Information for Self-Published Authors page HERE.

Yes

No

Not applicable
Will you be giving away any materials at the program?
Yes
No
If 'Yes', list the items you will be giving away:

Will you be selling any materials or additional services at the program?
Yes
No
If 'Yes', what will you be selling and what would be the cost?

* Please check here to confirm that you understand that staff will not assist with the selling of materials or distribution of promotional items, and you will be responsible for any arrangements for the handling of funds during and after the selling of materials.
I understand the above statement.

Presenter Experience

Do you have any training or education in this field?
Yes (please specify)
No

Do you have experience delivering programs to the indicated target audience(s)?
Yes
No

Previous experience

If you have previous experience delivering the program, please list the dates and locations below.

If your program is specifically designed for persons with disabilities, please provide details of your
References

**Please list 2 professional references.**

References may include organizations who have hosted your program or individuals to whom you have delivered this program or a similar program.

If your program is specifically designed for *persons with disabilities*, please provide a reference who can attest to your experience with this group.

Please advise your references that they may be contacted by the Toronto Public Library.

* Reference 1 and 2

Name

Email address

Phone number

Organization

Relationship to presenter

Terms of Reference

* Collection of Information Privacy Notice

Personal information on this form is collected under the authority of the Public Libraries Act, R.S.O. 1990, c.P.44, sections 20(a) and (d) and in accordance with section 29 of the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used to administer the library’s programming service. Questions about the collection or management of personal information can be directed to programproposals@torontopubliclibrary.ca or to the Data Governance and Privacy Risk Advisor, Toronto Public Library, 789 Yonge Street, Toronto ON M4W 2G8, 416-395-5658.

I have read and accept the terms of the Privacy Notice.

* Programming Policy

I have read and accepted the terms of the Programming Policy.
* Accessibility for Person with Disabilities Policy
I have read and understand the terms of the Accessibility for Persons with Disabilities Policy.

* Rules of Conduct
I have read and accept the terms of the Rules of Conduct.

* Guarantee
I understand that submitting this application does not guarantee that I will be matched with a library branch.

* Materials costs
I understand that I am responsible for my own material costs.

* TPL can edit program Title and Description
I understand that Toronto Public Library reserves the right to edit activity titles and descriptions for length and content.

* Photo or video
I give permission to be photographed and/or videotaped for Toronto Public Library promotional and educational purposes and materials.
Yes / No