

Upper Dublin Public Library

Request to Give a Presentation

Share your expertise with the Upper Dublin community

The Upper Dublin Public Library enriches the community by inspiring the joy of reading, the discovery of ideas, and the pursuit of information. Driven by the interests of our residents, we provide services in a welcoming, knowledgeable and responsive manner. The UDPL seeks to expand its programming portfolio with local professionals, artisans, and others with unique skills willing to share their knowledge and expertise with the community. The UDPL is an ideal venue for speakers to address community members and potentially gain exposure to new customers, members, or like minded people. All speakers would have their name and business or organization affiliation listed in the UDPL's programming publicity. Presentations must serve the UDPL mission, be presented to the public without charge or obligation, and fulfill a UDPL programming need.

Examples of possible program topics include:

- Planning for retirement
- Introducing new tax laws
- Home buying (1st time or downsizing)
- Flower arranging
- Teaching a technology (ex. digital cameras)
- Starting your own business

Proposed programs should consider the following:

- Does the presentation serve the UDPL's mission?
- Does the presentation offer something valuable to the community? Will people come away better informed? While speakers may identify themselves with their business or organization, a UDPL-sponsored program may not be simply a sales pitch or a member-seeking initiative.
- The UDPL will include a business or organization's name (and logo if requested and space permits) on program publicity. Logos must be submitted in a .jpg or .tif format.
- UDPL programs are generally scheduled 6 months - 1 year in advance of the event date in order to provide proper staffing, scheduling, marketing, etc., so presentations must be planned accordingly to ensure subject matter timeliness.
- Submission of this request form does not guarantee the UDPL will accommodate the proposed program. Every effort will be made to respond to proposals within 4-6 weeks of submission.

Program proposals may be submitted to:

Upper Dublin Public Library
805 Loch Alsh Avenue
Fort Washington, PA 19034
upperdublinlibrary@mclinc.org

Questions? Please contact the Library Director or Head of Adult or Children's Services at 215-628-8744.

Upper Dublin Public Library a 805 Loch Alsh Avenue • Fort Washington, PA 19034 • 215-628-8744
upperdublinlibrary.org

Presentation Proposal

Name: _____ Date: _____

Address: _____

Phone/Email (Best way to contact you): _____

Program Description (include a proposed title):

Who is the intended audience? Why would this topic be of interest to the Upper Dublin community?

Is there a certain time of year or event with which to associate the program to make it of more interest to the community (i.e. a tax-related presentation should be scheduled before April 15th)?

Please list proposed speaker credentials or qualifications, or attach a speaker resume / biography.

How can you help to market this program? Who can you reach and how?

What equipment or space needs are required for this presentation?

Please describe (or send copies) of any materials to be distributed during the program. While the UDPL will not directly endorse or market for-profit businesses, speakers are welcome to make business cards available and include contact information on any handouts.
