**Proposals are due by March 15**

**Instructions for Completing Form:** Fill out the requested information. For help with a particular field, click in the shared area and hit F1. An \* indicates a required field. If a question is not applicable, please enter N/A. To save the inputted information, select File>Save As and give it an appropriate file name. This will allow you to continue editing the information at a later time if necessary. LearningQUEST may modify submitted text in accordance with its style and layout conventions. For assistance, please contact [PDCChair@LQuest.org](https://d.docs.live.net/588dc094021c3ea8/Documents/PDCChair@LQuest.org).

**General Information\*:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Proposed Program Title\*:* | | | | |  | | | | |
| *Type of Program\** | | | | In-Person  Zoom | | | | | |
| *Submitted by\*:* | | |  | | | *Date\*:* | | Click or tap to enter a date. | |
| *Email:* |  | | | | | *Phone\*:* | |  | |
|  | | | |  | |  | | |  |
| **Program:\*** Program description [200-word limit]. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | |  | |  | | |  |
| **Presenter:**\* Biographical information [100-word limit]. | | | | | | | | | |
| *Name\*:* | |  | | | | | | | |
| *Email\*:* | |  | | | | *Phone\*:* |  | | |
| *Address\*:* | |  | | | | | | | |
|  | | | | | | | | | |

**Schedule: Please use 1 - 3 to indicate *your preferences for month, day of the week, and time of day with “1” being your first choice.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Months | | July | Aug | | Sept | Oct | | Nov | Dec | *Comments* | | |
|  |  | |  |  | |  |  |  | | |
| Day of the Week | | Mon | Tues | | Wed | Thur | | Fri | Weekend (Specify Day)/*Comments* | | | |
|  |  | |  |  | |  |  | | | |
|  | |  |  | |  |  | |  |  | |
| Time | Mornings  (9:30 – Noon) | | | Afternoons  (1:00 – 4:30) | | | Evening (Include Time)/*Comments* | | | | |
|  | | |  | | |  | | | | |

|  |  |  |
| --- | --- | --- |
| *Length/Session (Min.)* | *No. of Sessions* | *Comments* |
|  |  |  |

**Program Prerequisites:**

|  |  |  |
| --- | --- | --- |
| *Required/Recommended Materials or Texts:* | |  |
| *Fee for Materials:* | *(****Note:*** *LearningQUEST does not compensate if fees do not cover costs)* | |
|  | *(****Note:*** *Provide a detailed explanation required if over $15/person)* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendance Limits (Leave blank of None):** | **Min** |  | **Max**. |  |

**Coordinator(s):***If you or someone else is willing to be the coordinator, please enter the contact information. Otherwise, enter “Please assign” in the Name field.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Name:* |  | | |
| *Email:* |  | *Phone:* |  |

***Note:*** *The coordinator is an LQ member who assists the presenter, including Rally Day preparations if required. The coordinator introduces the presenter, reports program attendance, and communicates with those participating in the program as necessary.*

**Venue:*****\* Use the same 1, 2, 3 numbering as in Scheduling. Leave blank if no preference.***

|  |  |  |  |
| --- | --- | --- | --- |
| Downtown Library | South Library | North Library | Other (Specify) |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Can the program be presented at a non-library facility?** | **Yes:** |  | **No:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preferred Room Setup:** | | Tables & Chairs | Chairs Only | Either |
| Other (Describe): |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Presentation Support:** | | Laptop Computer | Projector | DVD Player | Whiteboard |
| Other (Describe): |  | | | | |

***Note:*** *If you require a laptop, a Windows® laptop will be provided to assure compatibility with the projector system. Apple and Android products are not supported.*

**Submission: *\**** When the form is completed, email it as a Word attachment to [Proposals@LQuest.org](mailto:Proposals@LQuest.org) with the subject line: <*title of your program> - Proposal*.

Thank you for supporting LearningQUEST