



## Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055  
(P) 603-249-0645 (F) 603-672-6064  
Email: [wadleigh@wadleighlibrary.org](mailto:wadleigh@wadleighlibrary.org)  
[www.wadleighlibrary.org](http://www.wadleighlibrary.org)

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### Children's/Teens Program Guidelines

*The Wadleigh Memorial Library is an educational, cultural, technological and social center supporting lifelong learning and improving quality of life by connecting the community to resources and services.*

Library programs are free and open to the public and are intended to promote and extend the collections, services, and mission of the Wadleigh Memorial Library. Library programs that are developed and presented for children, teens and/or their parents or caregivers include such activities as storytelling, puppet shows, skill-building workshops, art or musical programs and parenting presentations.

Program proposals from the public which complement the Library's collections, services and goals are chosen by staff according to the needs and interests of the community, the suitability of the Library's physical space, and the program's contribution to the Library's overall schedule of events. The programs must comply with the Library's meeting room policy which mandates that the program be open to the public free of charge and prohibits commercial advertising or direct solicitation. Individuals and organizations interested in partnering with the Library are invited to submit a proposal following the requirements listed on the next page.

Proposal submissions are accepted on a continuous basis and must include all of the required information. Please note that the program schedule is planned between four and six months in advance.

Mail your completed program proposal to:

Trina McLenon  
Children Services Department  
Attn: Program Proposals  
Wadleigh Memorial Library  
49 Nashua Street  
Milford, NH 03055  
[tmclenon@wadleighLibrary.org](mailto:tmclenon@wadleighLibrary.org)

or

Katie Spofford  
Young Adult Services Department  
Attn: Program Proposals  
Wadleigh Memorial Library  
49 Nashua Street  
Milford, NH 03055  
[kspofford@wadleighLibrary.org](mailto:kspofford@wadleighLibrary.org)

Or email the proposal to [director@wadleighLibrary.org](mailto:director@wadleighLibrary.org).  
Please include **PROGRAM PROPOSAL** in the subject line.



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### Program Proposal Requirements

- Contact name, address, phone number, email address
- Name of organization (if any)
- Description of program including
  - Outline of program
  - Approximate length
  - Format (storytelling, workshop, musical concert, etc.)
  - Estimated cost of program (if any)
  - Names of speakers/performers with biographical information
  - If author talk, provide information on book and include any published reviews
- Previous presentations (especially Library presentations) with references
- Description of how the program complements the Library's collections, services, goals, and community interests
- Preferred date and time (please note that we plan programs 4-6 months in advance)
- Intended audience (please be specific)
  - Babies and Toddlers (ages 0-2)
  - Preschool (ages 3-5)
  - School Children (grades K-5)
  - Younger Teens (grades 6-8)
  - Older Teens (grades 9-12)
  - Parents and Caregivers (for parenting programs)
- Any additional publicity that you can provide, such as listserv or website posting
- Equipment or materials needed

Proposal submissions are accepted on a continuous basis and must include all of the required information. Applicants will be notified once the program proposal has been received. All submitted proposals will be kept on file and a staff member will contact an applicant if and when there is interest in hosting the proposed program.

Thank you for your interest in the Wadleigh Memorial Library.