

**Information Sheet for Speakers/Presenters  
Reading Public Library**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Program Title: \_\_\_\_\_

**If the information requested below is available on your website, please submit the URL here:**

**Write a paragraph describing your program. If you have supplementary material (brochures, publicity, etc.) regarding the presentation, please attach it.**

**List your experience (employment, life, educational or volunteer) relating to the above program (or substitute a resume, if you prefer).**

**Have you presented the program before? If so, please list the locations and a contact name and phone number at the site.**

**Do you require an honorarium? \_\_\_\_\_ Amount? \_\_\_\_\_**

**Is there any other information, qualifications, etc. of which you would like us to be aware? \_\_\_\_\_**

**Please return this form by email, fax, or mail to:**

Reading Public Library 64 Middlesex Ave Reading, MA 01867  
Attn.: Research & Reader Services Desk  
781-944-0840 Fax: 781-942-5460  
[rdgref@noblenet.org](mailto:rdgref@noblenet.org)

**Program Recommendation Form**  
**(if you would like to recommend a program you have attended)**

**Title of Program** \_\_\_\_\_

**Name(s) of  
Speaker/Presenter** \_\_\_\_\_

**Where did you attend this program?** \_\_\_\_\_

**Date you attended the program** \_\_\_\_\_

**Please give any contact information for the presenter (if you have a brochure or other information, please attach it):**

**Do you know what the speaker/presenter's fee was for this appearance?** \_\_\_\_\_

**Reason for recommending this program/speaker/presenter:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

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