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
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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