

**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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