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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