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:

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