

## EVENT PROPOSAL

Title of Proposed event		Proposed time(s) for event, day 1 Date: Time:
Proposed Location for event		Proposed time(s) for event, day 2 From: To:
University Sponsor / Sponsoring Organization		Proposed time(s) for event, day 3 Date: Time:
Name of presenter (First)	(M.I.)	(Last)
Address (Street, City, State, Zip)		
Email	Phone	Fax
Please explain the purpose and goal of the event, and how it's relevant to an academic library		
Briefly describe scope, and content of the event, include format, duration, intended audience, and number of attendees expected. Describe any special needs event including storage, furniture, a/v. (Special requests for library assistance must be approved in advance of proposal.)		
Please list any associated events (either in library or elsewhere at UMKC or city) and/or promotional activities including website link(s) if available.		
<b>IMPORTANT INFORMATION</b>		<b>SUBMIT EXHIBIT FORM</b>
<ul style="list-style-type: none"> <li>UMKC Libraries cannot provide staffing for the program or event including set up, during, or clean up after.</li> <li>UMKC Libraries accept no responsibility for materials or equipment left in the library before, during, or after the program or event..</li> </ul>		<p><b>Send completed and signed proposal to UMKC Libraries administrative office, 800 E. 51st Street. MNL212, KCMO 64110 or email your completed PDF to <a href="mailto:umkcula@umkc.edu">umkcula@umkc.edu</a>. Please retain a copy for your records.</b></p>
<b>PROPOSAL SUBMITTED BY</b>		
SIGNATURE:		DATE:
PRINT NAME:		
<b>THIS SECTION FOR LIBRARY USE ONLY</b>		
Approval by Authorized Library Representative		
SIGNATURE:		DATE:
PRINT NAME:		