

## Children's/Teens Program Guidelines

*The Santa Monica Public Library performs a vital role in creating, stimulating, and supporting an informed, educated community. We combine outstanding resource development with exceptional service to meet the needs of each person for information, education, and recreation.*

Library programs are free and open to the public and are intended to promote and extend the collections, services, and mission of the Santa Monica Public Library. Library programs are developed and presented for children, teens and/or their parents or caregivers and include such activities as storytelling, puppet shows, skill-building workshops, art or musical programs and parenting presentations.

Program proposals from the public which complement the library's collections, services and goals are chosen by staff according to the needs and interests of the community, the suitability of each library's physical space, and the program's contribution to the library's overall schedule of events. The programs must comply with the Library's meeting room policies which mandate that the program be open to the public free of charge and prohibits commercial advertising or direct solicitation. Individuals and organizations interested in partnering with the Library are invited to submit a proposal following the requirements listed on the next page.

Proposal submissions are accepted on a continuous basis and must include all of the required information. Please note that the program schedule is planned between four and six months in advance.

Mail your completed program proposal to:

Ann Wagner  
Youth Services Department  
Attn: Program Proposals  
Santa Monica Public Library  
601 Santa Monica Boulevard  
Santa Monica, CA 90401

Or email the proposal to: [ann.wagner@smgov.net](mailto:ann.wagner@smgov.net). Please include PROGRAM PROPOSAL in the subject line.

## Proposal Requirements

- Contact name, address, phone number, email address
- Name of organization (if any)
- Description of program including
  - Outline of program
  - Approximate length
  - Format (storytelling, workshop, musical concert, etc.)
  - Estimated cost of program (if any)
  - Names of speakers/performers with biographical information
  - If author talk, provide information on book and include any published reviews
- Previous presentations (especially library presentations) with references
- Description of how the program complements the library's collections, services, goals, and community interests
- Preferred library location
  - Main Library – 601 Santa Monica Blvd.
  - Fairview Branch – 2101 Ocean Park Blvd.
  - Montana Ave. Branch – 1704 Montana Ave.
  - Ocean Park Branch – 2601 Main St.
- Preferred date and time (please note that we plan programs 4-6 months in advance)
- Intended audience (please be specific)
  - Babies and Toddlers (ages 0-2)
  - Preschool (ages 3-5)
  - School Children (grades K-5)
  - Younger Teens (grades 6-8)
  - Older Teens (grades 9-12)
  - Parents and Caregivers (for parenting programs)
- Any additional publicity that you can provide, such as listserv or website posting
- Equipment or materials needed

Proposal submissions are accepted on a continuous basis and must include all of the required information. Applicants will be notified once the program proposal has been received. All submitted proposals will be kept on file and a staff member will contact an applicant if and when there is interest in hosting the proposed program.

Thank you for your interest in the Santa Monica Public Library.