

# FRIENDS OF RIDGEFIELD COMMUNITY LIBRARY PROPOSAL FORM

Date of proposal: \_\_\_\_\_

Proposed By: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date/time/location of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who will be the primary organizer, or are you looking for one? \_\_\_\_\_

\_\_\_\_\_

Additional Volunteers Needed: (# of volunteers, job title and job description) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will it be Marketed: \_\_\_\_\_

\_\_\_\_\_

Estimated overall cost: \_\_\_\_\_

Will you request reimbursement from the Friends? \_\_\_\_\_

How much? \_\_\_\_\_

Expense breakdown: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Timeframe for project (please circle one): one-time only, short term, long term or ongoing

\*Please note that a post-implementation review will be included in this process.

\*Please submit your proposal with any quotes/information attached or any questions to [ridgefieldfriendsoflibrary@gmail.com](mailto:ridgefieldfriendsoflibrary@gmail.com) at least 1 week prior to the Friends monthly meeting (2nd Thursday each month) so it can be added to the agenda. Remember that any website work needs 3 weeks lead time.

\*Proposals may also be dropped off at the library. Thank you.