

# BFTL Program Proposal Form

Do you have time and talent to share with our Berlin Community? Would you like to run a program at BFTL? Complete this program proposal form and a member of our BFTL Team will get back with you.

## Contact Information

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

## Program Description

Please describe the program you would like to offer: \_\_\_\_\_

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Is there a fee to BFTL for this program?  No  Yes (amount: \_\_\_\_\_)

Is there a fee to attendees for this program?  No  Yes (amount: \_\_\_\_\_)

## Needs

What are your needs to offer this program? Please check all that apply.

- None
- Tables (# \_\_\_\_\_)
- Electricity
- Podium
- Microphone/Speaker
- Computer Lab

Other physical needs (please list) \_\_\_\_\_

Marketing Support (BFTL Facebook, BFTL Website, and Eastwick Press announcement)

## References

Please provide 2 references for this program (name, email, phone):

#1: \_\_\_\_\_

#2: \_\_\_\_\_

\_\_\_\_\_

Signature of program leader

\_\_\_\_\_

Date