



Outreach Visit from the Aurora Town Public Library

Complete this form to have your request for a visit submitted to the Aurora Town Public Library staff. Outreach is on a first come, first serve basis. In case we cannot accommodate your first choice of date and time, please give us a second and third choice. e-Mail your completed form to eau@buffalolib.org or drop off at the Library on 550 Main Street East Aurora, NY. Once the form is received, a librarian will be in contact to confirm details.

Organization Name

Address

Contact Name

Contact Email

Contact Person's Phone Number (for Day of the Event)

Secondary Contact Person

Secondary Contact Person's e-mail

Secondary Contact Person's Phone Number (for Day of Event)

Event Name

Description

Date – 1st Choice

Arrival Time – 1st Choice

Departure Time – 1st Choice

Date – 2nd Choice

Arrival Time – 2nd Choice

Departure Time – 2nd Choice

Date – 3rd Choice

Arrival Time – 3rd Choice

Departure Time – 3rd Choice

Set Up / Clean Up Time(s)

Place to Park (If There Is a Cost, Please Specify)

Place of Entry to Building or Venue

Any Security Measures of Which We Should Be Aware (Do We Need to Bring ID. Etc.)

Targeted Age Group(s)

Number of Anticipated Attendees

Is There Wi-Fi We Can Connect to?

Do You Want Us to Bring Library Card Applications?

Will There Be A Table And Chairs Provided?

Is the Event Out-Doors?

If Inside is There: Heat? Or A/C?

Are There any Extras You Want at the Event Besides Flyers and Information?

Is This a Tabling Only Event or Do You Want a Presentation?

Is the Event Free?

Is the Event Open to the Public?

Do you have any questions?