

## Outreach Visit

Complete this form to have your outreach request 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](mailto:eau@buffalolib.org) or drop off at the Library on 550 Main Street East Aurora, NY. If you have any questions, please call (716) 652-4440 during regular business hours. Once the form is received, a librarian will be in contact to confirm details.

**School / Organization Name**

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**School / Organization Address**

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**Contact Name**

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**Contact e-mail**

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**Contact Person's Phone No. For Day of the Event**

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**Secondary Contact Person**

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**Secondary Contact Person's e-mail**

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**Secondary Contact Person's Phone No. For Day of Event**

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**Grade Group (Pre-K - 12<sup>th</sup>)**

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**Number of Children**

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**Number of Adult Chaperones**

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**Number of Classes**

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**Event Name**

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**Event Description**

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**Targeted Age Group(s)**

**Number of Anticipated Attendees**

**Date - 1<sup>st</sup> Choice**

**Arrival Time - 1<sup>st</sup> Choice**

**Departure Time - 1<sup>st</sup> Choice**

**Date - 2<sup>nd</sup> Choice**

**Arrival Time - 2<sup>nd</sup> Choice**

**Departure Time - 2<sup>nd</sup> Choice**

**Date - 3<sup>rd</sup> Choice**

**Arrival Time - 3<sup>rd</sup> Choice**

**Departure Time - 3<sup>rd</sup> Choice**

**Set Up / Clean Up Time(s)**

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

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**Place of Entry to Building or Venue**

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

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**Is There Wi-Fi We Can Connect to?**

Yes

No

**Do You Want Us to Bring Library Card Applications?**

Yes

No

**Will There Be a Table And Chairs Provided?**

Yes

No

**Is the Event Out-Doors?**

Yes

No

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

Yes

No

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

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**Is This a Tabling Only Event or Do You Want a Presentation on a Certain Topic?**

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**Is the Event Free?**

Yes

No

**Is the Event Open to the Public?**

Yes

No

**Do you have any questions?**

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