



Program Proposal

Name of Organization/Individual _____

Address _____

Telephone _____ Email _____

Non-Profit?

- Yes
- No

Name of Contact Person _____

Title of Contact Person _____

Name of Presenter (s) [if different] _____

Title of Program _____

Presenter's Professional Biography (2-4 sentences)

Description of Program to be Presented (3-6 sentences)



Cost of Material/Presenter (s) [if any] _____

Minimum Attendees _____ Maximum attendees _____

Preferred Presentation Dates and Times _____

Length of Presentation (including any Q & A)

Will presenter use a PowerPoint presentation?

- Yes
- No

Will presenter bring a laptop?

- Yes
- No

Senior Center will provide:

- Laptop
- Projector
- Screen
- No A/V equipment needed

Attached with this Program Proposal:

- Handouts and PowerPoint presentations. They must be non-branded, provide unbiased and objective information, and cannot promote any particular product, or your business.
- Please read and sign the list of presentation guidelines.

Please return to: Ilana Seidmann, Program Coordinator, Newton Department of Senior Services
345 Walnut Street, Newtonville, MA 02460, ilevine@newtonma.gov



Newton Department of Senior Services

Presentation Guidelines and Agreement

The following guidelines have been established for presentations by all organizations or individuals not affiliated with the City of Newton. Presenters must understand and be willing to comply with these guidelines before any request to provide presentations in the Senior Center will be considered. *Violation of these guidelines will prevent future presentations at the Center.*

- Professionals and community experts are encouraged to provide opportunities for our community to become more engaged and educated. The Department of Senior Services strives to provide quality programming and services that optimize the quality of life for Newton seniors and their families through welcoming, respectful and meaningful opportunities.
- Center staff makes the decision of which presentations will be approved based on the appropriateness of the program, the needs and interests of the participants at the center, and the timing of other scheduled center programming.
- Presentations need to be non-branded, educational, and compatible with the philosophies of the Newton Department of Senior Services.
- Presentations of a political or religious nature are only appropriate in the Newton Senior Center if they are educational in nature, i.e. Candidate Days sponsored by the City.
- Presentations promoting unsubstantiated medical practices are not appropriate.
- Non-profit or volunteer agencies that do not have any potential financial interest in the presentation issues shall be given preference over for-profit organizations or those who may have a potential monetary interest in the topic.
- Reasonable efforts will be made by Center staff to use non-profit, volunteer, or regulatory agencies to provide presentations on topics where other presenters may have a financial interest in the topic being presented.
- No sales or distribution of promotional materials will be tolerated as part of a presentation.
- Names and other personal data of seniors are strictly confidential. No solicitation by any means, including but not limited to, rolls, sign-up sheets, or other means of gathering individual information is allowed.



- Business cards, company or product/service brochures may not be handed out to participants, but available on a table or in the literature rack.
- Presenters will be introduced at the beginning of each presentation with a statement (on the following page) that the Department of Senior Services does not endorse the presenter or the organization represented by the presenter and that the presenter's opinions are those of the presenter and not the Department of Senior Services.
- Informational handouts on the presentation topic may be distributed once submitted to the Program Coordinator.
- Collection of any participation information for research purposes must be submitted to the Director of Senior Services for approval.
- No videotaping of presentations or Center participants will be allowed without prior approval of the Program Coordinator and signed waiver forms for any seniors who may be included in videotaping.

I have read the above guidelines and agree to abide by them.

Signature of Presenter



Please initial each line and sign at the bottom.

I understand that I am agreeing to the Newton Department of Senior Services' Policy and Application Guidelines by signing my name to this document. I understand and acknowledge that as an agent of the Company/Organization listed in this application that I am binding the Company/Organization to this agreement and that any violation will impact the entire Company/Organization____

I agree not to solicit business through any means including, but not limited to, the use of fear tactics, discount coupons, limited time discounts, special offers or other "call to action" sales methods____

I understand and agree that I and my Company/Organization will be refused future presentation opportunities if I violate this policy____

I agree not to solicit the address, email address, telephone number, or other identifiable information from the attendees either directly or through the use of any contest, door prize, or any other means____

I agree to be bound by the Newton Department of Senior Services policy.

I understand that my signature not only binds me but my Company/Organization.

Signature

Date

Printed Name

Organization