

MARYLAND LIBRARY ASSOCIATION PROGRAM PLANNING

This form is for all divisions, committees, and interest groups. It is used for all programs, including those co-sponsored with other organizations, even if there are no costs involved. Do not make any financial commitment in writing prior to approval by the PDP. Please submit the information in the Program Approval portion of this form to the MLA Office at least 3 months prior to the program date. You are encouraged to complete the Happenings portion at the same time, but it may be submitted until the month prior to the 1st of the month before publication (i.e. Oct. 1 for Nov. issue). If submitting Happenings information later, please send it on a photocopy of this form to the MLA Office with the Happenings portion completed. Check the box indicating that this is a revision.

PROGRAM APPROVAL

SPONSORING UNIT:		PROGRAM PLANNER (fee waived):	
PHONE:	FAX:	E-MAIL:	
TITLE OF PROGRAM:			
DATE:	DAY OF WEEK:	SNOW DATE (if necessary):	
TIME:	LENGTH OF PROGRAM:	REGISTRATION DEADLINE:	
PLACE:	Web address for directions:		
ADDRESS:			
ON SITE CONTACT (for directions, etc.):			PHONE:
LEARNING OBJECTIVES (at the conclusion of the program, participants will be able to):			
FORMAT (structure of program, e.g. hands-on workshop, lecture with Q & A, panel, etc.):			
SPEAKERS:			
TARGET AUDIENCE:			
	FEE	EST. NUMBER	TOTAL (Fee x number)
MLA members (min. \$10):	\$		\$
Non-members (+ 50%)	\$		\$
Students (15% less than member)	\$		\$
TOTAL ESTIMATED INCOME:			
ESTIMATED EXPENSES:			
Facilities rental	\$		
AV/computer equipment rental	\$		
Refreshments (coffee, Danish, supplies)	\$		
Meals (including gratuities)	\$		
Speaker fees	\$		
"Happenings" fee	\$	25.00	
Other printing costs (handouts, etc.)	\$		
Supplies	\$		
Other (please specify)	\$		
TOTAL ESTIMATED EXPENSES			\$
NET GAIN OR LOSS			\$

PDP USE ONLY: Approved? Y N	Comments:
Contact hours:	

HAPPENINGS - ADDITIONAL INFORMATION

Check here if this is a re-submission for Happenings	Date submitted:
PROGRAM DESCRIPTION (Purpose, content, etc.):	
OTHER INFORMATION (meals, pre-class assignments, what to bring, etc.):	

Submit form electronically to: Professional Development Officer, c/o MLA Office