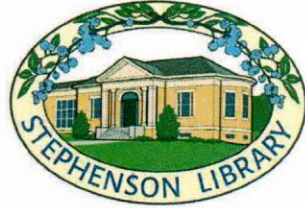


Stephenson Memorial Library



761 Forest Road
Greenfield, NH 03047
Tel: 603-547-2790
Email: director@stephensonlibrary.org

SML-POL-20: Event Planning Policy

Purpose: This policy is to ensure that programs and events that are planned and sponsored by the Stephenson Memorial Library and affiliate groups; including the SML Board of Trustees and The Friends of the Stephenson Memorial Library; are properly advertised.

At least two weeks in advance of an event, unless otherwise approved, the contact person for the event will complete the Event Planning Form.

The form must be submitted to the Library Director and will be kept in a file until three months after the event.