

# Presenter Policy

**Category:** Programs and Events  
**Effective:** September 15, 2024  
**Last Update Date:** September 12, 2024  
**Next Review Date:** August 31, 2025

## Purpose:

To outline the requirements for securing presenters and performers for Library programs and events offered to the public.

## Definitions:

Term	Definition
<b>Contract</b>	For the purposes of this policy, a contract is a formal written agreement between the City of Fort Worth and an external presenter. Contracts include performance agreements, service agreements, and similar legal documents. Contracts are generated, reviewed, and executed by the City of Fort Worth Library, Legal, and Risk Management departments.
<b>External Presenter</b>	Any presenter that is not a member of Library staff or City employee
<b>FWPL</b>	Fort Worth Public Library
<b>Internal Presenter</b>	A presenter who is an employee of the Library or another department within the City of Fort Worth
<b>Outreach and Visit Request Form</b>	Online form to be completed by someone who would like the Library to visit their organization or be part of their community event or have a tabling event or tour at a Library location
<b>Presenter</b>	Individual or organization leading, teaching, speaking, or otherwise presenting content at a Library program or event.
<b>Presenter Application</b>	Online application to be completed by someone who would like to be a presenter at the Library
<b>Program</b>	An event planned by Library staff for the benefit of community members. Although programs may target specific audiences, all FWPL programs are open to the public.
<b>Public Computers/Public Laptops</b>	Computers and laptops that are open to customer use while the Library is open.
<b>Tabling</b>	A form of presentation by an outside presenter in which they typically staff a table to share information with Library users, either at a Library program or during regular operations.

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## Guidelines:

### A. Programs may be offered by internal or external presenters.

- Any non-City employee offering a program is considered an external presenter. This includes employees of other municipal, county, state, or federal governments; employees of nonprofit organizations or corporate entities; and individuals unaffiliated with an organization or corporate entity.
- Any non-City employee offering a program can submit a presenter application on the Library's website to suggest possible programs to the Library.
- When completing the online form, the potential presenter agrees to the following:
  - The Library schedules programs a minimum of six months in advance.
  - External presenters are reviewed and selected on a case-by-case basis. Determinations are made based on community demand, alignment with the FWPL strategic plan, and availability of Library resources.
  - The Library takes great care to match the right program with the right audience. Accepted programs may be offered at a different location or age group than specified in the application.
  - All Library programs must be free and open to the public. No sales or solicitation are permitted.

### B. Internal Presenters

- Library staff should confirm that proposed presenters are City employees as part of the program planning process. Employees of county, state, or federal governments are not internal presenters; neither are employees of municipal governments in other cities.
- Individuals presenting programs as part of their employment with any department within the City of Fort Worth are not required to enter a contract.
- Internal presenters should get approval from their departmental supervisors prior to making arrangements to present at a Library function.

### C. External Presenters

- Can be approached directly by Library staff to present a program or can complete the presenter application on the Library's website.
- External presenters, whether paid or unpaid, must have a valid, executed contract with the City of Fort Worth in order to present a program.
  - This applies to programs held indoors or outdoors on Library property, and official Library programs held off Library property.
  - Examples:
    - A class held in a Library meeting room
    - A festival held in a Library parking lot.

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- A seasonal festival held at a City park.
  - A Library concert held at a performing arts venue.
  - In most cases, the contract must be executed before the Library will promote such programming through printed material, social media and other means. Exceptions will be made at the discretion of Library executive leadership.
- D. Contracts related to programming will be administered by the Senior Contract Compliance Specialist with additional oversight of staff from the Administrative Services Manager and systemwide Lifelong Learning staff (Adult Services, Youth Services, and Education and Outreach).**
- All contract requests related to programs and events are reviewed and approved by the appropriate systemwide Lifelong Learning manager prior to submission to the Senior Contract Compliance Specialist.
  - Systemwide Lifelong Learning staff monitor contract request deadlines and workflows to ensure requests are submitted and informational needs are met in a timely manner.
- E. The City of Fort Worth requires presenters of outreach tabling and collaborative events (between the Library and non-City organization) to meet the same contractual requirements as a presenter of a formal program.**
- Tabling is permitted only at the discretion of Library executive leadership and the Education and Outreach Manager.
  - In cases of collaborative events, Library staff will outline the specific duties or contributions of each entity prior to submitting a contract request.
  - Presenters wanting to do outreach tabling or collaborative events can complete the Outreach and Visit Request Form to request this type of presentation.
    - Form must be received at least three weeks before the date of the event.
    - Submission of the form does not guarantee that the Library will be available on the requested date.
    - Library staff will respond to form submissions within three business days.
- F. External Presenters and Use of Fort Worth Public Library Equipment**
- External Presenters are allowed to use the library's furniture and projection equipment unless otherwise detailed in the contract.
  - The Library may provide additional equipment necessary to present the program such as amplification, signage, tablecloths, and other related programming supplies. All arrangements for Library-owned equipment will be made during the contractual process.
  - External presenters are not allowed use the library's public computers or public laptops to teach or present their programs unless approved by Library executive leadership.

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Reference Documents:

*In-Branch Community Engagement Procedures*

*Outreach and Visit Request Form*

<https://www.fortworthtexas.gov/departments/library/programs/lib-outreach>

*Presenter Application*

<https://www.fortworthtexas.gov/departments/library/contact>

*Presenter Procedures*

Policy Owner: Lifelong Learning Managers