



**Montpelier Senior Activity Center (MSAC)**

58 Barre Street, Montpelier VT 05602

[www.montpelier-vt.org/msac](http://www.montpelier-vt.org/msac) | 802-223-2518

**Proposal/Application to offer a Presentation or Workshop  
Updated July 2021**

*MSAC hosts educational presentations, talks, lectures and workshops that support healthy aging and lifelong learning. In general, such events are offered as a free service to the general public with MSAC handling the marketing. Events usually are scheduled at least two months in advance and must be scheduled by the second week of the month before the event. MSAC Program Committee volunteers assist with event selection, scheduling and management. Due to limited capacity, MSAC is not able to accept and implement all proposals. At times, MSAC may suggest other suitable venues. Please submit your completed proposal form via email to [msac@montpelier-vt.org](mailto:msac@montpelier-vt.org) with a copy to [iclar@montpelier-vt.org](mailto:iclar@montpelier-vt.org). You may continue text on an extra page if needed.*

*Please note some of our requested information has changed during the COVID-19 Pandemic times, and requirements/decisions are subject to change with health and safety guidelines. While in-person presentations and workshops are currently allowed, we also promote on-line events and can assist by providing our Zoom account for the event, when needed.*

**1. PRESENTER INFORMATION**

Name of Presenter:	
Job Title, if applicable	
Name of Organization (if any):	
Mailing Address:	
Email Address:	
Website, if applicable:	
Cell phone:	
Land-line:	

**2. EVENT DESCRIPTION:**

Event Topic/Title:	
Event Format:	( ) Presentation/Talk ( ) Interactive Workshop

Event description to run in MSAC newsletter and other media (MSAC may edit text as needed; please limit to 1-2 paragraphs, 200 total words maximum):	
Describe your target audience, if not the general public (for example, people with a particular health concern or interest):	
Desired audience size:	( ) No preference or ( ) Range: _____ to _____ people
Expected event duration:	_____ hours / _____ minutes
Credentials: Have you presented this topic at other locations, and if so, where and when?	

### 3. RESOURCE/LOGISTICAL/TECHNICAL NEEDS

<b>Format and Resources:</b>	
Do you have a preference for this event to be: in-person, online (Zoom or otherwise), or either?	( ) In-person ( ) On-line ( ) Either
If you wish to do this on-line, do you have your own paid Zoom or related account, or will you need to use MSAC's?	( ) I have my own ( ) MSAC's ( ) N/A
Do you charge a fee to present this event, and if so, what amount? (see *note below)	( ) Yes ( ) No \$ _____
<i>*Please note: MSAC has a very limited budget for this, so no-cost proposals are more likely to be accepted. If you require compensation, we may need to charge an attendance fee, which may reduce audience size.</i>	
Are printed, electronic/digital or other event resource materials provided to event participants?	( ) Yes ( ) No
If YES, please describe. Will you provide those? If not, please clarify any expected MSAC role.	
<b>Audiovisual:</b>	
Do you need to use a projector if in-person (or screen-share if in Zoom)?	( ) Yes ( ) No
If so, do you have a lap-top?	( ) Yes ( ) No PC or Mac? _____
Will you need to amplify sound such as music / video?	( ) Yes ( ) No
<b>Scheduling &amp; Space, plus more COVID-19 changes:</b>	
At this time, we can't host evening or weekend events in-person, but <u>anytime</u> is okay for on-line. What time of day do you prefer? (please check all that apply)	( ) no preference ( ) morning ( ) afternoon ( ) evening
What days of the week are you NOT available to present?	
Do you have a preferred month or time-range to present? (Please note we typically schedule 1-3 months in advance.)	
If you wish to present in-person, do you have a preferred MSAC room for your presentation? (**see note below for room details)	( ) Activity Room ( ) Art & Community Room ( ) N/A – on-line

*\*\*We are severely limiting the maximum number of people allowed in each space during COVID-19 as well as disallowing simultaneous activities. Health screening and masking are required; sanitization is provided before and after. Our combined Art & Community Room can accommodate 15 guests now and is open to walk-through traffic. The Activity Room can accommodate 6 guests at a time, only, but is private. Both have audio-visual capacity. All have sound-absorption tiles on the ceiling for acoustics.*

If in-person, do you need any special seating or table arrangements? (all seats must be at least 6 feet apart).  
*(If YES, please describe)*

Yes     No     N/A – online  
\_\_\_\_\_

**4. DO YOU HAVE QUESTIONS FOR MSAC** as we consider your proposal?