



SARATOGA SPRINGS

HERITAGE AREA VISITOR CENTER

Saratoga Heritage Area Visitor Center/Saratoga Springs Public Library

Brown Bag Lunch Lecture Series: Speaker Application

Thank you for your interest in volunteering to present a program for the Brown Bag Lunch Lecture Series. As a designated NYS Heritage Area, we are proud to offer this **free** community program and remain committed to preserving Saratoga area history. We look forward to working with you.

A Little Background:

Established in the early 1990s at the Saratoga Heritage Area Visitor Center, the Brown Bag Lunch Lecture Series is a well-established monthly program that remains popular today. In the early 2000s, the program outgrew the Visitor Center and partnered with the Saratoga Springs Public Library, which provides expanded seating, research support for speakers, presentation equipment, and day-of-program IT assistance. The series highlights the county and Heritage Area's history, culture, and traditions and primarily attracts residents interested in learning about their community.

Procedure:

Please submit this application along with a program description and promotional images. Technical assistance is available through the library by appointment with Michelle Isopo, Archivist and Saratoga Room Librarian, prior to the presentation to ensure compatibility with library equipment. She can be reached at **MIsopo@sals.edu** or **518-584-7860 ext. 254**.

The program will be recorded and shared on the library's YouTube channel. Presenters may use the recording for promotional purposes with credit to the Brown Bag Lunch Lecture Series, Saratoga Heritage Area Visitor Center, and Saratoga Springs Public Library. Presenters are responsible for securing any necessary copyright permissions.

This application and all program information should be submitted to Karen Verrigni, Director, Heritage Area Visitor Center, email: karen@discoversaratoga.org and Michelle Isopo, email: MIsopo@sala.edu

Please make note of the following deadlines to help us promote your program! We want you to enjoy a full room of engaged participants!

Program Dates (2nd Thursday of the month):

- Spring season: March–June
- Fall/Winter season: September–December

Submission deadlines:

- Spring season: January 2nd of the presentation year
- Fall season: June 30th of the presentation year

Applications and all materials should be submitted to **Karen Verrigni**, Director, Heritage Area Visitor Center (karen@discoversaratoga.org) and **Michelle Isopo** (MIsopo@sals.edu).

Speaker and Program Information

Program Title:

Speaker Name(s) and Title(s):

Phone Number(s) and Email:

Program Description:

Supporting Documents:

Photo(s): Limit two photos per program. Both must be in JPEG format. Please describe the subject of your photo and be sure to include photo credit. (For example, if you visited the Saratoga History Museum and used photos from the Bolster Collection).

Photo 1 Description:

Source Credit:

Photo 2 Description:

Source Credit:

Technology Needs:

Please check which items you will need for your program (check all that apply):

projector and screen podium microphone laptop
 DVD player other: _____

Do you have a PC laptop you will be using? YES NO

Do you have an Apple product you will be using? YES* NO

*If yes, please be sure to bring an adapter or USB drive and request the library's laptop above. Unfortunately, the Library's system is not set up to accommodate Apple products without the use of an adaptor.