



**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! In keeping with our mission as a designated NYS Heritage Area, we take great pride in offering this FREE community program to the public and maintaining a commitment to preserving Saratoga area history. We look forward to working with you!

Procedure:

Please include with this application all descriptions of your program and images for promotion. The library will provide technical assistance whenever possible, provided the presenter makes an appointment with Michelle Isopo, Archivist, Saratoga Room Librarian prior to the presentation date to be sure the presenter's technology is compatible with the library's equipment. Michelle can be reached at: [MIsope@sals.edu](mailto:MIsope@sals.edu) or 518-584-7860, ext. 254.

The program will be recorded and later shared online on the library's YouTube page. The speaker is free to use the material for promotional purposes in any way they see fit, with credit given to the Brown Bag Lunch Lecture Series, the Saratoga Heritage Area Visitor Center, and the Saratoga Springs Public Library. The presenter is responsible for obtaining 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](mailto:karen@discoversaratoga.org) AND Michelle Isopo email: [MIsope@sals.edu](mailto:MIsope@sals.edu).

**Speaker and Program Information**

Speaker(s) Name(s):

Speaker(s) Title(s):

Speaker's Phone Number(s):

Speaker's 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 adaptor 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.

Brown Bag Poster Template

# BROWN BAG

## LUNCH LECTURE SERIES



Title of Your Program

Subtitle

with Presenter

Date

Time

Room Location

Saratoga Springs

Public Library



Program Description along with "Please register online through the library's Events Calendar at [www.sspl.org](http://www.sspl.org), or scan the QRCode above for a direct link."

This program is offered in partnership between the Saratoga Springs Heritage Area Visitor Center and the Saratoga Springs Public Library.

