



Dear Friend,

Thank you so much for your interest in supporting Carnegie Library of Pittsburgh. Donations to the Library from individuals, businesses and groups are critical to ensuring that the Library is strong and able to serve our community for years to come. The Library appreciates concerned people like you who wish to hold events to raise funds to support Carnegie Library of Pittsburgh.

Please follow the guidelines below when planning an event.

Event Guidelines:

- Carnegie Library of Pittsburgh's External and Government Relations Office must be informed that this event is taking place. Please complete the enclosed form.
- For financial reasons, the Library is unable to provide any advertising, printing, staffing, space or any other type of underwriting. Along with this, Library staff is generally not available to attend events as representatives of the Library. Thank you for your understanding.
- The Library can include your event on the Library's Web site event listing. Please provide all information, including event title and a short summary of your event, and the name and contact information for the individual responsible for the event at least two weeks prior to your event date.
- The Library can distribute flyers advertising your event through all CLP locations. Please provide materials at least three weeks in advance of your event and follow the instructions on the Web site for materials distribution ([click here](#)).
- The event may not be promoted as a CLP sponsored event. Rather, all events must be listed as "This event is sponsored by YOUR GROUP NAME to benefit Carnegie Library of Pittsburgh".
- The use of CLP's logo is prohibited.

To make a request to hold an event to raise funds for the Library, please fill out the attached form and return to:

Charla Irwin-Buncher
External and Government Relations Office
Carnegie Library of Pittsburgh
4400 Forbes Avenue
Pittsburgh, PA 15213-4080
fax: 412-688-8617

Libraries are places where all people can access important resources that provide for education, literacy and lifelong learning. Your investment in the Library will help ensure the long-term health and integrity of library services within the City of Pittsburgh, and we thank you for your support.

Warm Regards,

Charla Irwin-Buncher
Annual Giving Manager
buncherc@carnegielibrary.org
412.622.1873

Sara Werner
Events and Programs Manager
werners@carnegielibrary.org
412.578.2586



Carnegie
Library of
Pittsburgh

Event Agreement

Engaging our community in literacy and learning...with your help!

Thank you for your interest in holding an event to raise funds to support Carnegie Library of Pittsburgh. Please fill out the following information about your event and return via fax or mail.

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Please describe event that you are planning. Attach any handbills, flyers, etc. if available:

I acknowledge that Carnegie Library of Pittsburgh is not directly affiliated with this event and is not liable for its content or views expressed. The Library and its staff assume no responsibility or liability for the safety of persons attending events not sponsored by Carnegie Library of Pittsburgh, for their personal effects, or for any rented or borrowed equipment or material.

Signed _____

Date _____

Thank you again for your commitment to supporting the Library. Please return this form via fax or mail to:

Charla Irwin-Buncher
External and Government Relations Office
Carnegie Library of Pittsburgh
4400 Forbes Avenue
Pittsburgh, PA 15213-4080
Fax: 412-688-8617