**PROGRAM PLANNING WORKSHEET**

**LIBRARY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIMARY ORGANIZER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM TITLE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief description of program**:

**PURPOSE/GOAL OF PROGRAM**:

**DATE**: \_\_\_\_\_\_\_\_\_\_\_ **DAY OF WEEK**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START TIME**: \_\_\_\_\_\_\_\_\_\_\_ **END TIME:** \_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION FOR PROGRAM**:

Library meeting room Other Library Area Other

**TARGET AUDIENCE**:

Children Preteens Teens Adults Seniors

**ESTIMATED ATTENDANCE**:

Children\_\_\_\_\_\_\_\_ Tweens \_\_\_\_\_\_ Teens \_\_\_\_\_\_   
Caregivers \_\_\_\_\_ Adults\_\_\_\_\_\_ Senior Adults\_\_\_\_\_\_\_

# PARTNERS/COSPONSORS:

# BUDGET FOR PROGRAM PROPOSAL (estimated costs):

* Speaker’s expenses (fee, travel, meals, other):
* Supplies and equipment (materials, purchases, rentals, other):
* Refreshments (including paper products):
* Collection development (books/materials to support/enhance the program):
* Public relations (fliers, poster, bookmarks, press releases, mailings, postage):
* Swag (prizes, incentives, giveaways, door prizes):
* Other costs (e.g. security or police for traffic detail):

**FUNDING SOURCE**:

\_\_\_\_ Budget line- general revenue

\_\_\_\_ Grant funds

\_\_\_\_ Friends of the Library

\_\_\_\_ Corporate sponsorship

\_\_\_\_ Outside donations

\_\_\_\_ Other

**PROGRAM APPROVAL:**

\_\_\_\_ Approved by supervisor

\_\_\_\_ Approved by director

\_\_\_\_ Off desk planning time approved

**EQUIPMENT & SUPPLIES NEEDED:** (with arrangements to rent, if necessary)

**SPEAKER CONFIRMATION:**

\_\_\_\_ Contract sent

\_\_\_\_ Contract returned and executed

\_\_\_\_ Directions sent

\_\_\_\_ Follow-up call(s)

**ROOM SET-UP**: (preliminary plan)

* \_\_\_\_ Discussed with Maintenance Staff
* Person(s) responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFRESHMENTS**:

* **Person(s) responsible**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUBLICITY AND PROMOTION**:

\_\_\_\_ Publicity materials translated into predominant language(s) of community members

\_\_\_\_ Posters

\_\_\_\_ Handouts

\_\_\_\_ All library staff informed and encouraged to support the effort

\_\_\_\_ Program information posted to library website, Facebook page, at circ desk, etc.

\_\_\_\_ Fliers distributed (schools, community groups, homeschoolers, local businesses, other libraries)

\_\_\_\_ Media releases (local newspapers, school papers, radio, TV, Friends of the   
 Library Newsletter)

\_\_\_\_ Book displays set up (as applicable)

* Person(s) responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCOMPANYING RESOURCES** (choose all that apply):

Exhibits Displays Handouts

Bibliographies (book lists, video lists, etc.)

Other: \_\_\_\_

Person(s) responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL PROGRAM CHECKLIST:**

\_\_\_\_ Room set-up completed

\_\_\_\_ Volunteers/staff helpers/Teen Volunteers

\_\_\_\_ Equipment and supplies ready

\_\_\_\_ Refreshments procured

\_\_\_\_ Speaker’s introduction prepared

\_\_\_\_ Evaluation form and pens available

\_\_\_\_ Fliers for next program available

\_\_\_\_ Parking lot details worked out

\_\_\_\_ Someone assigned to take photos

\_\_\_\_ Accommodations made for any special needs participants

\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOLLOW UP CHECKLIST:**

\_\_\_\_ Room clean up

\_\_\_\_ Event photos &/or summary posted online & sent to local paper

\_\_\_\_ Dated/time sensitive promo/ads taken down in library & removed from web site

\_\_\_\_ Thank-you notes sent to volunteers, key staff, speaker, sponsors, etc.

\_\_\_\_ Evaluation forms collected and analyzed

\_\_\_\_ Debrief with key staff and supervisor

\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION:**

* Was the program a success? Why or why not?
* What was the estimated attendance?
* Did you have any unforeseen problems? How can we prep better in the future?
* What future recommendations or best practices do you want to share?