

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

Virtual

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:

- | | |
|---|--|
| <input type="checkbox"/> Budget line- general revenue | <input type="checkbox"/> Corporate sponsorship |
| <input type="checkbox"/> Grant funds | <input type="checkbox"/> Outside donations |
| <input type="checkbox"/> Friends of the Library | <input type="checkbox"/> 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 (PHYSICAL OR VIRTUAL): (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
- ____ 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? What was success supposed to look like?
- How did this program compare to or differ from programs we've done before?
- How did participant behaviors compare to or differ from past programs?
- Did you have any unforeseen problems? How can we prep better in the future?
- What future recommendations do you want to share?