

# PROGRAM PLANNING

## SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Brent Allan – Magic Puppets Comedy

### BRIEF DESCRIPTION OF PROGRAM:

Puppets, interactive games, and magic with a reading theme!

### PURPOSE/GOAL OF PROGRAM:

To promote summer reading with fun activities and such

DATE: June 21, 2022

DAY OF WEEK: Tuesday

START TIME: 1pm \_\_\_\_\_

END TIME: 2pm

TOTAL TIME: 45 minutes

Check date on:

library calendar

school calendar

community calendar

LOCATION FOR PROGRAM: Intermediate Cafeteria

### TARGET AUDIENCE:

Early Literacy

Family

Parents/Caregivers

Children aged 5-7

Middle School/Tweens

All

Children aged 8-10

High School/Teens

### ESTIMATED ATTENDANCE:

Tweens: 30-50

Teens: 10

Parents/Caregivers: 10

## SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

\$350

Supplies and equipment (materials, purchases, rentals, other)

none

Refreshments (incl. paper products)

none

Collection development (books & other materials to support/enhance the program)

Will have books available in the library that relate to the proformance and summer reading theme

Swag (prizes, incentives, giveaways, door prizes)

Will maybe do a door prize or two

Other costs

NA

## SECTION 3: PRE-PLANNING DETAILS

EQUIPMENT & SUPPLIES NEEDED: (MAKE ARRANGEMENTS TO RENT, IF NECESSARY)

Sound system possibly school has we can use

REFRESHMENTS:

na

ROOM SET-UP: (PRELIMINARY PLAN, NOTES OR MAP CAN BE MADE ON THE REVERSE PAGE)

Chairs

## SECTION 4: PUBLICITY AND PROMOTION

### SIX WEEKS PRIOR TO EVENT (DUE DATE: MAY 9, 2022)

- Flyers and publicity materials created by responsible parties
- All library staff informed and encouraged to support the effort

### FOUR WEEKS PRIOR TO EVENT (DUE DATE: MAY 23, 2022)

- Program information posted to library website, Facebook page, at circulation desk, etc.
- Fliers distributed to schools, community groups, homeschoolers, businesses, and other libraries
- Media releases to local newspapers, school papers, radio, TV, Friends of the Library, newsletter, etc.
- Visits to schools or community groups planned and approved

### TWO WEEKS PRIOR TO EVENT (DUE DATE: JUNE 6, 2022)

- Book displays set up
- Emails, Tweets &/or direct mailings to teens, parents, schools and community organizations
- Community VIPs invited (elected officials, policy makers, Foundation staff, etc.)
- Accompanying handouts

### ONE WEEK PRIOR TO EVENT (DUE DATE: JUNE 13, 2022)

- Distribute posters or
- Decorate a standing chalkboard inside the library promoting the event.

### ONE DAY PRIOR TO EVENT (DUE DATE: JUNE 20, 2022)

- Post a reminder or comment in your Facebook event.

## SECTION 5: CHECKLISTS

### FINAL PROGRAM CHECKLIST

- Room set-up completed
- Volunteers/staff helpers
- Equipment and supplies ready
- Refreshments procured
- Evaluation form and pencils available
- Fliers for next program available
- Parking lot details worked out
- Someone assigned to take photos
- Accommodations made for any special needs participants
- Other: [Click or tap here to enter text.](#)

### FOLLOW UP CHECKLIST:

- Clean up room
- Event photos &/or summary posted online & sent to local paper
- Dated/time sensitive promotional posters, etc. taken down in library & removed from web site
- Thank you notes sent to volunteers, key staff, speaker, sponsors, etc.
- Evaluation forms collected and analyzed
- Other: [Click or tap here to enter text.](#)

## SECTION 6: PROGRAM EVALUATION

Was the program a success? Why or why not?

Click or tap here to enter text.

What was the estimated attendance?

Click or tap here to enter text.

Did you encounter any unforeseen problems? How can we better prepare in the future?

Click or tap here to enter text.

What future recommendations or best practices do you want to share?

Click or tap here to enter text.

Would you recommend repeating this program? Why/Why not

Click or tap here to enter text.