

PROGRAM PLANNING

SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Sand Painting

BRIEF DESCRIPTION OF PROGRAM:

Participants use natural or colored sand to create ocean themed art using a template or a design of their own choosing. This program can be easily adjusted for different age groups or listed as a family event.

PURPOSE/GOAL OF PROGRAM:

Create artwork using colored or natural sand in an ocean theme (or any theme).

DATE: Click or tap to enter a date.

DAY OF WEEK: Choose an item.

START TIME: Click or tap here to enter text.

END TIME: Click or tap here to enter text.

TOTAL TIME: 1 hour

Check date on:

☐ library calendar

☐ school calendar

☐ community calendar

LOCATION FOR PROGRAM: Click or tap here to enter text.

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: Click or tap here to enter text.

Teens: Click or tap here to enter text.

Parents/Caregivers: Click or tap here to enter text.

SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

The sand may be the only thing needed to be purchased for this program. Many of the other materials are likely already available at the library. Here's a budget proposal that includes all necessary things, even if you likely have them.

White glue	\$15.40
Multi-pack of colored sand	\$20.99
Natural sand	\$4.98
Cardstock paper	\$13.00
Trays	\$13.99
funnel	\$5.81
total:	\$74.17

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

Colored and/or natural sand

White glue

paint brushes

shallow dishes or plates

Cardstock paper and/or cardboard (blank or pre-printed with design)

Trays (shallow plastic storage trays or aluminum roasting pans, etc.

funnel

additional sandwich sized containers or paper bowls

pencils

optional: additional embellishments (seashells, glitter, sequins, gems, etc.)

Refreshments (incl. paper products)

Click or tap here to enter text.

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

Click or tap here to enter text.

Swag (prizes, incentives, giveaways, door prizes)

Click or tap here to enter text.

Other costs

Click or tap here to enter text.

SECTION 3: PRE-PLANNING DETAILS

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

Click or tap here to enter text.

REFRESHMENTS:

Click or tap here to enter text.

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

Room setup and logistics of program

- Line up the trays, one per color of sand, along a table or two (depending on how many colors you are setting out).
- For each tray, set out a small bowl or sandwich-sized container and a color of sand
- Put paper, glue, brushes and optional embellishments on a separate table
- Set up additional tables for the participants to work at when drawing or painting on the glue

Participants can draw out their own image with a pencil or they can use a preprinted pattern. Make sure to print pictures onto cardstock paper or plan to back regular paper with cardboard. Free printable color sheets are a great option for outline-style pictures for this activity. Participants can then use glue bottles to draw lines or paint the glue on with a brush. Explain and demonstrate the process of only putting glue on the parts that you want to be the first color you will use.

Once the glue has been applied, the participant will come place the paper in the corresponding tray of the color they choose. They will shake on the sand all over the glue areas. Then, holding the tray with two hands, they shake it back and forth to spread the sand across the glued areas. They can then pick up the picture and tap the edge a few times inside the tray to shake off any excess sand.

The sand that remains in the tray can be quickly poured into the corresponding bowl, since it is quicker and easier to pour into the bowl than it would be to pour back into the bottle. The next time someone uses that color, they can pour from the bowl before they use more from the shaker bottle. At the end of the program, extra sand can be poured back into the original bottles using a funnel or a piece of paper taped into a cone shape and any sand that is mixed with other colors can be added to a “rainbow” bottle so it can still be used at some point.

Next, participants can add glue to their picture for their next color of sand, following the same process. Participants can add embellishments like gems, sequins, seashells, etc once they are completely done adding their sand.

For very young children – Provide plain cardstock or cardboard or very simple images to trace with glue and consider limiting sand color choices

School aged-teen –Consider including images that have more detail, a wider variety of brush sizes for more intricate details and add more color choices.

SECTION 4: PUBLICITY AND PROMOTION

SIX WEEKS PRIOR TO EVENT (DUE DATE: CLICK OR TAP TO ENTER A DATE.)

- ☐ 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: CLICK OR TAP TO ENTER A DATE.)

- ☐ 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: CLICK OR TAP TO ENTER A DATE.)

- ☐ 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: CLICK OR TAP TO ENTER A DATE.)

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

ONE DAY PRIOR TO EVENT (DUE DATE: CLICK OR TAP TO ENTER A DATE.)

- ☐ 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.