

PROGRAM PLANNING

SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Summer Reading Program and Summer Rec for kids

Jeff Quinn Splash of Magic June 3rd. 10 -12.

Michael Albert Pop Artist July 8th 10 - 12

BRIEF DESCRIPTION OF PROGRAM:

Summer Reading Program and Rec for Kids

Rec Tuesdays and Fridays 10-12 – Games, Walks, Garden and Reading

PURPOSE/GOAL OF PROGRAM:

Continue Reading in Summer months and to incorporate the SRP activities into the Rec Program.

DATE: May 24, 2022

DAY OF WEEK: Tuesday

START TIME: 10:00 _____

END TIME: 12:00

TOTAL TIME: 4 hours

Check date on:

library calendar

school calendar

community calendar

LOCATION FOR PROGRAM: Library

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: 5-10

Teens: 5

Parents/Caregivers: Not Sure

SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

SRP Prizes - \$1,190.76

Jeff Quinn \$400

Michael Albert \$325

Estimated Food - \$500

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

\$2,415.76

Refreshments (incl. paper products)

\$500

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

See below

Swag (prizes, incentives, giveaways, door prizes)

\$1,190.76

Other costs

\$725

SECTION 3: PRE-PLANNING DETAILS

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

Tables, Chairs, Cardboard, Glue, Tape, Scissors,
Paper products

REFRESHMENTS:

Water, Fruit and Cookies/Crackers

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

Set up Day or morning prior to program