

# PROGRAM PLANNING

## SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Fine Motor Craft Fishing Game

### BRIEF DESCRIPTION OF PROGRAM:

<https://www.woojr.com/fine-motor-craft-fishing-game/>

The children will use their fine motor skills in order to make fish out of pipe cleaners and go fishing for them.

### Steps:

1. Make fish shapes using pipe cleaners – by using different colors, the children can also fish for a specific color.
2. Pour a small amount of water into a bowl and put the fish in the water.
3. Go fishing using a pipe cleaner hook. The children could be fishing for a certain amount or color of fish.

### PURPOSE/GOAL OF PROGRAM:

The goal of this program is for the children to practice using their fine motor skills, counting, and color recognition as well.

DATE: Summer 2022

DAY OF WEEK: Tuesday

START TIME: 1:00 pm \_\_\_\_\_

END TIME: 2:00 pm

TOTAL TIME: 30-45 minutes

Check date on:

library calendar

school calendar

community calendar

LOCATION FOR PROGRAM: SD Room

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: 5 parents/guardians - 25 kids

## SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

Approximately - \$10

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

Pipe cleaners

Paper bowls

Tape

Refreshments (incl. paper products)

[Click or tap here to enter text.](#)

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

Fish books

Swag (prizes, incentives, giveaways, door prizes)

The children will be able to keep their fishing hook and fish that they made.

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)

Click or tap here to enter text.

## SECTION 4: PUBLICITY AND PROMOTION

### SIX WEEKS PRIOR TO EVENT (DUE DATE: APRIL 28, 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 15, 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: MAY 30, 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 6, 2022)

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

### ONE DAY PRIOR TO EVENT (DUE DATE: JUNE 1, 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.