PROGRAM PLANNING

SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Buries Treasure Archaeological Dig

BRIEF DESCRIPTION OF PROGRAM:

2' X 4' Ocean Sensory Table An ongoing event for all ages located at the library. After watching Thea and Sarah's "Can You Dig It", recycle and reuse, affirmed and simplified our plan. Using plaster of paris as a base we affixed shells , starfish, coins, buttons, a sharks tooth, etc. We will bury the affixed items with sand. Kids will then be given brushes to move sand to discover hidden treasure. 4"x 6"Cards will be laminated and attached to side of table with info on items discovered.

PURPOSE/GOAL OF PROGRAM:

A Sensory table to help our patrons of all ages to explore a range of textures and sensations and to stimulate their senses of sight, sound, smell and touch. Hands on learning. To learn about different items they find

DATE: June	DAY OF WEEK: Choose an item.
START TIME: 10AM _____	END TIME: 5PM
TOTAL TIME: June and July	

Check date on:

☒ library calendar ☐ school calendar ☐ community calendar

LOCATION FOR PROGRAM: Summer Reading

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: 50   Teens: 25

Parents/Caregivers: 50

SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

See below

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

Using recycled and donated materials. Wood, plaste, sand, buttons, coins, sea shells, brushes.

Items bought: Crazy Bonze Skeleton Fish – Amazon $10.73 / Sugar Starfish – Amazon $15.95 / Dancing Bear Fossil collection – Amazon $21.80

Refreshments (incl. paper products)

NA

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

A variety of archeology and ocean books

Swag (prizes, incentives, giveaways, door prizes)

NA

Other costs

NA

SECTION 3: PRE-PLANNING DETAILS

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

Listed above

REFRESHMENTS:

NA

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

This project will be used outside and brought in at night

SECTION 4: PUBLICITY AND PROMOTION

SIX WEEKS PRIOR TO EVENT   (DUE DATE: APRIL 18, 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 9, 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 23, 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: MAY 30, 2022)

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

ONE DAY PRIOR TO EVENT   (DUE DATE: JUNE 6, 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?

NA

What was the estimated attendance?

150

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

NA

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

NA

Would you recommend repeating this program? Why/Why not

NA