

# PROGRAM PLANNING

## SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Ocean Collage

### BRIEF DESCRIPTION OF PROGRAM:

Kids can create an ocean-themed collage. Instead of coloring in ocean-themed pages, they can use parts of old magazines to create an ocean collage. We could also provide blank pieces of paper so children can be creative and make their own, if they so choose. We could also cut ocean animals/items out and they could create the collage on there.

### PURPOSE/GOAL OF PROGRAM:

Click or tap here to enter text.

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: Click or tap here to enter text.

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):

Click or tap here to enter text.

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

Click or tap here to enter text.

#### 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)

Old magazines, paper, coloring pages, glue, scissors

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: [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.