

# PROGRAM PLANNING

## SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Day at the Fish Hatchery

### BRIEF DESCRIPTION OF PROGRAM:

The library collaborates with the D.C. Booth Historic Fish Hatchery for a program for education on the history of the entity and its efforts for conservation and water ecology, and the creatures that live in it!

### PURPOSE/GOAL OF PROGRAM:

Educate the community further on the hatchery and its efforts, and gets families out and about enjoying it with their kids.

DATE: June or July

DAY OF WEEK: Choose an item.

START TIME: TBD – most likely morning

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

TOTAL TIME: 2-3 hours

Check date on:

library calendar

school calendar

community calendar

LOCATION FOR PROGRAM: D.C. Booth Historic Fish Hatchery, Spearfish, SD

### 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: 50-75

Teens: 25

Parents/Caregivers: 50+

## 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)

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: [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.