PROGRAM PLANNING

SECTION 1: PROGRAM BASICS

PROGRAM TITLE: Jumpstart Training 2022

BRIEF DESCRIPTION OF PROGRAM:

Sarah hosts librarians to discuss CSLP 2022: Oceans of Possibilities

PURPOSE/GOAL OF PROGRAM:

Discuss plans for summer reading programs, activities, crafts, performances etc.
Networking with librarians.

DATE: February 23, 2022   DAY OF WEEK: Wednesday

START TIME: 1:00pm _____   END TIME: 3:00pm

TOTAL TIME: 2hrs

Check date on:

☒ library calendar   ☐ school calendar   ☐ community calendar

LOCATION FOR PROGRAM: WRL Community 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: NA   Teens: NA

Parents/Caregivers: NA

SECTION 2: PROGRAM BUDGET

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

$15 – craft supplies

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

Fish craft:
- Plastic Vinyl Goldfish, https://www.amazon.com/dp/B07PMF7P24
- plastic ornamnets, https://www.amazon.com/dp/B07FF77978
- air dry clay, https://www.amazon.com/dp/B07JP6C2W7
- aquarium plants, https://www.amazon.com/dp/B09DVQV3ZP
- toothpicks.

Refreshments (incl. paper products)

$5 -- Bottled water

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

NA

Swag (prizes, incentives, giveaways, door prizes)

NA

Other costs

NA

SECTION 3: PRE-PLANNING DETAILS

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

Book community room
Set up slideshow
Borrow laptop/hotspot

REFRESHMENTS:

Put water in fridge

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

Classroom style facing projector screen

SECTION 4: PUBLICITY AND PROMOTION

SIX WEEKS PRIOR TO EVENT   (DUE DATE: NA)

☐ 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: NA)

☐ 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: FEBRUARY 15, 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: 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?

Because of the weather we had a small group but that made it easier to get to know each other and discuss our plans.

What was the estimated attendance?

6

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

No

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

Be open to sharing ideas and discussing frustrations.

Would you recommend repeating this program? Why/Why not

Yes, I like meeting other librarians and building relationships with them while preparing for the biggest program of the year. Brainstorming with them led to a lot of great ideas.