



## Program Planning Checklist

Program title: \_\_\_\_\_

Date, time and length: \_\_\_\_\_

- Presenter requisition submitted  Contract completed
- Meeting room reserved (ensure that there are no scheduling conflicts with other planned programs at the same location)
- Registration/sign up sheet created
- Inform IS staff members of registration and program
- PR request form completed 6 weeks prior to needing the materials (poster creation, teen page highlight and press release)
- Program marked on master schedule (ensure dates are consistent on the various calendars)
- Poster created by PR Department should be posted at:
  - Various places in library (Circ. desk, IS area & Teen area)
  - High school
  - Middle school
  - Community bulletin board(s)  Grocery stores  YMCA  Boys & Girls Clubs
  - Other locations: \_\_\_\_\_
- Materials display set up in library to promote the event (use a variety of material formats)
- Speaker/performer follow-up one week prior to program to confirm details
- Books and materials pulled for display setup during program
- Refreshments  Yes  No  
If yes,  Requisition submitted  Send receipt to business office day after program with PO#
- Instructions for room setup submitted to Maintenance
- Equipment needs of presenter arranged
- After hours program
  - Letter of request submitted to the Board
  - Extra staff approached to help work the event
  - Make arrangements for teens entering/leaving the library

### Post-Program

- Check Web site/teen page to see if program was removed
- Display and PR materials taken down in library and other locations

\_\_\_\_\_ Number of participants

Evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_