



Program Planning Sheet

Program title: _____

Date, time and length: _____

Location: _____

Audience: _____

Goals of program: _____

Outline or description of program: _____

Speaker/performer/instructor: _____

Fee: _____

Contact information: _____

Materials/supplies: _____

PR: How will PR materials be used? _____

Room set up: _____

Cost: _____

Post-program evaluation: _____

Hamilton Lane Library
300 N. Third St.
894-7156

Fairfield Lane Library
1485 Corydale Dr.
858-3238

Oxford Lane Library
15 S. College Ave.
523-7531

Bookmobile
829-8370