**Program Planning Checklist**

**Four-two months before event:**

* Brainstorm ideas. Think about seasonal tie-ins. Decide which ideas to develop.
* Event date: Time: Location:
* Check calendar for room availability
* Write program description for brochure

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* Write list of supplies needed (Program budget: $ )

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* Ask for staff donations
* Find community partners

**Two-one months before event:**

* Design flyers
* Order any online supplies needed
* If applicable, begin prepping craft and activity supplies, samples, instructions and station signs
* Assign tasks to collaborators (volunteers, staff)

**One month before event:**

* Promote event outside the library (post flyers, send emails, write Facebook and blog posts)
* Continue prepping program supplies

**Two to one weeks before event:**

* Shop for supplies
* Confirm with outside presenters and participants
* Confirm room reservations
* Confirm you have all necessary supplies, including cups, plates, napkins, flatware, brochures, sign in sheets, program evaluations, etc.

**Four-two days before event:**

* Send out an email/social media promoting event
* Decide how you want to set up the room

**Two-one days before event:**

* Compile supplies

**Day of event:**

* Arrive early to set up
* Assign volunteers to be in charge of stations
* Keep supplies stocked and room clean throughout event
* Enjoy!