LIBRARY PROGRAM CHECKLIST (for staff use)

8-10 weeks ahead

- Clear program with the Central, Branch or Children’s Programming Coordinator.
- Put program on site calendar and book room.
- Check equipment needs/availability. Reserve display space, books and audio-visual materials if needed.
- Book and confirm performer(s)/presenter(s). Fill out form #2 (Program Agreement) and send to performer.

4-6 weeks ahead

- Make sure form #2 (Program Agreement) has been returned.
- Send printing requests (flyers/posters/bookmarks) to Duplicating Office (Sandy Andersen).
- E-mail program information to Rob (publicity) and Serena (Chapters).

3 weeks ahead

- Contact groups who may wish to attend and/or are willing to publicize the program.
- Prepare/obtain handouts, brochures, or other materials to be distributed at the program.
- If performer(s)/presenter(s) are being paid, request check from funder.

2 weeks ahead

- Start publicizing program.
- Coordinate related display(s).
- Purchase needed items for program/refreshments and submit reimbursement requests.
- Take registrations if needed. (Be sure all staff know what to do.)

1 week ahead

- Remind performer(s)/presenter(s) by phone or e-mail. Confirm date, time, travel directions, any equipment or materials needed.
- Check equipment (including camera if you are taking pictures) and make sure spare parts are available.
- Check scheduling, including custodian, guard, and other staff needed for coverage before, during or after the program.

Program Day

- Be sure all staff know what’s going on, where to direct people, and what their responsibilities are.

Afterwards

- Evaluate.