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 **Library Event Planner Checklist**

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start time: \_\_\_\_\_\_\_\_\_\_\_\_ Finish time: \_\_\_\_\_\_\_\_\_\_\_\_

Staff in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) responsible for all set-up and clean-up after (makes sure all equipment, supplies, etc. are returned to their correct storage are) the event.

Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spreaker/Performer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Received the necessary approval for the event?
 Reserve Library space (classroom, children’s floor Craft room, etc.).

Budget approval, as needed (speaker’s fee, ads, etc.).

Check with maintenance on set-up arrangements.

 Make sure to get payment from the Fiscal Officer to pay speaker

 Provide speaker/performer with a W9 form, location map, Performance Contract, and Contact information.

 Define tech support if needed?

 Decorations—what’s need? Where’s it coming from? When is it needed in place? Who is putting it in place?

 Event placed on online Calendar of Events, placed in/on Newsletter, website, Summit County Community Calendar, Akron Beacon Journal and Barberton Herald.

 Is a flyer needed, and if so by what date?

 Submit Publicity Request Form.

 Return and sign off on edited draft of publicity in order to complete printing for distribution.

 Provide flyer for Board Packet

 Have flyers been placed around the library and provided for patrons?

 Provide flyers to the DBI, High School, Senior Center, etc.

 Are volunteers or staff members needed for?

 Selling Books  Refreshments  Other?

**After the Event**

 Cleaned-up area & returned all items used to correct storage area?

 What was the attendance?

 Was there a cost per attendee?

 Record Head count on Program Stats in the Shared Drive.

 Do Thank You notes need to be sent out?

4/2011

**Program Evaluation**

 Overall, how would you rate this program?

 Why you do this program again, and if so, what would you change?

 How would you rate the speaker?
  Poor  Fair  Good  Excellent

How knowlegible was the speaker on the subject?

 Poor  Fair  Good  Excellent

What other criteria determines if an event is "successful" and if it (or a similar program) should be repeated?

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 What did you like about the program?

 What other criteria determines if an event is "successful" and if it (or a similar program) should be repeated?

 Would you use this speaker again, if not, why so?

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 Planner's suggestions for the future: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

