

PROGRAM PLANNING WORKSHEET - Version 1

Section 1: Program Basics

PROGRAM TITLE: First in Fright Paranormal & The Lincoln County Public Library System

PRIMARY ORGANIZER: Bethany M. Wyrick

BRIEF DESCRIPTION OF PROGRAM:

- introduce team members
- discuss their process, investigations, places they have been
- evidence videos
- paranormal equipment
- ~~✓~~ investigation of... _____?
- Q+A with team

PURPOSE/GOAL OF PROGRAM:

- educate public about paranormal experiences
- keep community actively interested in history of the town
- community engagement, gets people interested in paranormal

DATE: 10/23/2021

DAY OF WEEK: Saturday

START TIME: 7:00 PM

END TIME: 9:30 PM 10:00

- Date checked on library calendar
- Date checked on school calendar
- Date checked on community calendar

LOCATION FOR PROGRAM:

Library meeting room

TMS

Other

TARGET AUDIENCE:
MS Students /Tweens

HS Students /Teens

Adults/ Young Adults
Parents/Caregivers

18+

All

ESTIMATED ATTENDANCE:

Tweens _____

Teens _____

Parents/Caregivers _____

Adults 50

N 56 adults

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Section 2: Program Budget

BUDGET FOR PROGRAM PROPOSAL (estimated costs):

Speaker's expenses (fee, travel, meals, other)

1000

Supplies and equipment (materials, purchases, rentals, other)

provided by FIPP

Refreshments (incl. paper products)

Collection development (books & other materials to support/enhance the program)

pull paranormal books

Staff time (organizer's hours x wage, PR staff hours x wage)

Salaried

Swag (prizes, incentives, giveaways, door prizes)

shirt donated by, FiPP

signed poster donated by FIFP

Other costs (e.g. security or police for traffic detail)

Poster printed
promo poster

FUNDING SOURCE:

- Budget line- general revenue
- Grant funds
- Friends of the Library
- Corporate sponsorship
- Outside donations
- Other

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Section 3: Pre-Planning Details

PROGRAM APPROVAL:

- Approved by supervisor
- Approved by director
- Off desk planning time approved

EQUIPMENT & SUPPLIES NEEDED: (make arrangements to rent, if necessary)

* team will bring their own equipment *

- need 2 tables set up for them, speakers, AUX input to play audio

REFRESHMENTS: coffee (regular + decaf)

doughnuts (assorted)

water

SPEAKER CONFIRMATION:

- Contract sent
- Contract returned and executed
- Directions sent
- Follow-up call(s)

Speaker Name	Contact	Price	Contract Signed
Alex Gaddy	828-455-5198	—	✓
Ryan Burleson	828-320-0424	—	✓
Jeremy Humbert	828-***-***	—	✓
Carol Humbert	828-***-***	—	✓
Dawn Adams	828-***-***	—	✓

ROOM SET-UP: (preliminary plan, notes or map can be made on the reverse page)

- Discussed with Maintenance Staff

outdoor on library lawn

set up seating day of

* FiPP arriving @ 5:00 to set up equipment

Person(s) responsible: Bethany Wyrick

Section 4: Publicity and Promotion

Six weeks prior to event (Date needed to be done by: Sep. 11)

- ~~Publicity request form filled out online~~
- Flyers and publicity materials created by responsible parties
- Publicity materials translated into predominant language(s) of community members ~~*~~
- All library staff informed and encouraged to support the effort

Four weeks prior to event (Date needed to be done by: Sep. 25)

- Program information posted to library website, Facebook page, at circulation desk, etc.
- Fliers distributed to schools, community groups, homeschoolers, businesses and other libraries
- Media releases to local newspapers, school papers, radio, TV, Friends of the Library newsletter, etc.
- Visits to schools or community groups planned and approved

Two weeks prior to event (Date needed to be done by: 10/9/21) Oct. 9th

- Book displays set up ~~*~~
- Emails, Tweets &/or direct mailings to teens, parents, schools and community organizations
- Community VIPs invited (elected officials, policy makers, Foundation staff, etc.)
- Accompanying displays
- Accompanying handouts

Person(s) responsible: Bethany Wyrick

Section 5: Final Program Checklist

- Room set-up completed
- Volunteers/staff helpers
- Equipment and supplies ready
- Refreshments procured
- Speaker's introduction prepared
- Speaker's check/stipend on hand, if appropriate
- Evaluation form and pencils available
- Fliers for next program available
- Parking lot details worked out
- Someone assigned to take photos
- Accommodations made for any special needs participants
- Link to online vote for next Teen Read Week theme posted on web site, Facebook, etc.

Other: _____

FOLLOW UP CHECKLIST:

- Room clean up
- Event photos &/or summary posted online & sent to local paper
- Dated/time sensitive promotional posters, etc. taken down in library & removed from web site
- Thank you notes sent to volunteers, key staff, speaker, sponsors, etc.
- Evaluation forms collected and analyzed
- Debrief with key staff
- Other: _____

Section 6: Program Evaluation

Was the program a success? Why or why not?

What was the estimated attendance?

Did you encounter any unforeseen problems? How can we better prepare in the future?

What future recommendations or best practices do you want to share?

Would you recommend repeating this program? Why/Why not?