

Program Workflow

Assigned to	Step	TimeLine
Program Lead	Planning Meeting/Idea	4-6 months out
Program Lead	Check staff calendar for available time slots	Before scheduling & confirming
Program Lead	Block out date/time on staff calendar. Add details to Master Word Document	As soon as scheduled
Program Lead	Program Planning Form/Room setup	3-4 months out
Director	Approval to Proceed	3-4 months out
Program Lead	Submit request to Community Engagement Coordinator for New Program Marketing	3 months out
Community Engagement Coordinator	Add event to LocalHop, NTAL website calendar, and Facebook	2-3 months out
Program Lead	Send Contract to Presenter (+ w9 if needed)	2 months out
Program Lead	Request Payment (if needed)/snack budget	2 months out
Program Lead	Prepare List of Circ Items for Display	2 months out
Community Engagement Coordinator	Printed calendars will be at circulation desk	no later than the first day of the preceding month
Community Engagement Coordinator	Print/add to Checkout Cards / Add graphic to Circ Desk Billboard / Outdoor sign / home page of website / Share event to local Facebook groups	1 month out
Circ Staff	Promote at Circ Desk/Pull books/DVDs/Library of Things	1 month out
Program Lead	Check registration/cancel*	1 week out
Community Engagement Coordinator	Share the event as a reminder to local Facebook groups	1 week out
Program Lead	Print registration/wording for reminder calls	2 days before
Circ Staff	Reminder Calls	1 day before
Program Lead / circ staff	Room Setup	Day of, as soon as clear
Program Lead	Welcome Presenter/Present Payment/Surveys available	Day of
Program Lead	Enter Attendance #'s	Day after
Community Engagement Coordinator	Share at least 1 picture of the event on Facebook	Day after

*program contract allows for cancellation up to 24 hours before for low registration, 4 hours due to weather

General Program Parameters

- Tuesdays and Thursdays for evening programs
- Any weekday for daytime/afternoon programs, depending on availability
- Start 30 minutes after opening, end 30 minutes before closing
- Schedule no more than 2 programs per day, allowing at least an hour between for setup

Adults:

- At least 1 book club per month
- 1 day, 1 evening program per month minimum (besides book club, film club, and other standing monthly programs)
- 1 field trip per month during SRC

Teens:

- 1 afternoon or weekend program for teens ages 13-19
- 1 book club per month for teens ages 13-19

Youth

- At least 1 weekly story time
- 1 afternoon or weekend program for kids ages 6 –12
- 1 book club for kids ages 6 – 12

General:

- 4 all ages big events a year with activities for the whole family
 - Summer Reading Club Party
 - Fall Fun Fest
 - Winter??? - need ideas to replace tree lighting
 - Spring??? - need ideas to replace March is Reading Month party