



## Event Planning Guide

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

How does this event help PDL fulfill its mission and/or vision? **Highlight those that apply.**

### Honoring the Past, Serving Today, Honoring Tomorrow

*The mission of the Putnam District Library is to provide quality library resources and services, which fulfill the educational, recreational, informational, historical, and cultural needs of the entire community in an atmosphere that is welcoming, respectful, caring, and professional. The Putnam District Library upholds all library users legal right of access to Library resources, services and facilities. We uphold these rights in order to ensure the safety of users and staff, and to protect Library resources and facilities from damage.*

#### Role of the Library

- Serve as a center for reading, literacy and lifelong learning.
- Connect people who need information about community services, organizations and issues with local agencies or businesses.
- Support intellectual growth and achievement for individuals of all ages who may be engaged in a formal course of study.
- Provide equal access to information needed for informed daily living, decision making, problem solving, and thoughtful participation in community affairs
- Promote early literacy with a focus on lifelong reading habits for children and teens.
- Offer the community a gathering space that provides opportunities for interaction consistent with the library's emphasis on information and reading.

**Please list 3 goals and how they will be measured:**

**Staff tasks & responsibilities (Before & After event):**

**Volunteers:**

**Collaboration/Partners:**

Total	Children	Teen	Adult

**Location: (Please attach diagram, as needed. Also note if there is a Plan B location.)**

**To-Do Prior to Event: (In addition to items listed above)**

**Budget & Supplies:**

**Event Timeline:**

**Publicity Checklist:** (Please attach copies of all publicity – both before & after event.)

- Website calendar updated
- Facebook publicity plan created
  - 1. Event created \_\_\_\_\_
  - 2. Re-shared \_\_\_\_\_
  - 3. Share on publicity page \_\_\_\_\_
  - 4. Re-shared \_\_\_\_\_
  - 5. Event Photos posted \_\_\_\_\_
- Poster created
- Poster posted external
- Poster posted internal
- Flyers created
- Flyers distributed
- Press Release written
- Press Release submitted
- Staff Assignment list created
- Follow up press release written
- Follow up press release submitted
- Thank you notes sent

**Notes for next time:**