

ADULT 101 PROGRAM CHECKLIST

Running any library program requires advance planning. Here is a timeline for executing a successful Adult 101 program for the teens in your library.

3 months before your program date

- Select the topic for your Adult 101 program
- Request any required PIAB materials from Teen Services
- If AV equipment is needed and not available in the library, request equipment from either Teen Services or from your Regional Office
- Submit a calendar event entry for the online calendar
- Draft the program flyer and submit it to your RYSC for approval

1 month before the program date

- Remind library staff about the upcoming program and ask them to invite every teen that enters the library
- Print copies of the program flyer and distribute to local schools, teen centers, parks, parent groups, and in the library
- Confirm materials request with Teen Services
- Check-out books to PROGRAMS or place a PROGRAMS hold on any items in the collection that will be highlighted during the program

1-2 weeks before the program

- You should receive your PIAB materials from Teen Services 1-2 weeks prior to your program date
- Verify that all required materials are in the PIAB and familiarize yourself with the program
- Gather any books, DVDs, or magazines that have been checked out to PROGRAMS
- Do a practice run-through of the program – practice any presentation portions of the program, run through activity instructions, make samples of any art activities that accompany the program, if AV equipment is being used check the equipment to make sure it is working properly

Day of the program

- Remind library staff about the program happening in the library that day
- Print out pre and post program surveys from SurveyMonkey (links to the surveys can be found on the Adult 101 page of the Teen Librarians Wiki) or make copies of the word doc version of the surveys found on the following pages
- Set-up the program space – organize materials, set-up AV equipment (if necessary), set-up book display and/or book activity
- Personally invite teens in the library to join the program and remind staff to make personal invitations as well

During the program

- Welcome teens to the program and invite them to fill out the pre-program survey and collect them
- Run the program
- Ask teens to take the post-program survey

After the program

- Clean up program materials – check that all PIAB materials have been collected and put the kit in shipment to
LHQ, Teen Services
From (insert your cost code here)
- Submit pre and post program surveys online via SurveyMonkey (again, links to the surveys can be found on the Teen Librarians Wiki)

