

Library Innovation Studios: Transforming Rural Communities Event Planning Form

Event		Date
Location		Staff Contact
Planned Attendance	General Public and...	Stakeholders/Partners

Program		
Performers/Speakers Involved	Cost	In-kind Services
	Contract Signed?	
Performer Contact Info:	Phone	Email
Room Set-up:	Tables/Chairs/Etc.	Format

Technical What is needed?	Sound equip. needed	Who will provide and operate?	Cost
	Projector/Laptop/Screen	Who will provide and operate?	Cost
	Other	Who will provide and operate?	Cost

Publicity/Advertising Who will create and distribute?	Poster		Cost
	Newspaper	Date Sent	Cost
	Library Website	Date Sent	
	Radio	Date Sent	Cost
	Other		Cost

Refreshments What is needed?	Food	Who will provide?	Cost
	Drinks	Who will provide?	Cost
	Napkins/plates/tableware/etc.	Who will provide?	Cost

Supplies	Special program needs	Who will provide?	Cost
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Final Attendance	General Public	Stakeholders/Partners	Total Cost	
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Follow Up With Partners/ Stakeholders & Speakers	Thank you:	Discuss opportunities for partnering:
	<input type="checkbox"/> Note <input type="checkbox"/> Call <input type="checkbox"/> E-mail	<input type="checkbox"/> Volunteer <input type="checkbox"/> Training <input type="checkbox"/> Funding <input type="checkbox"/> Other

