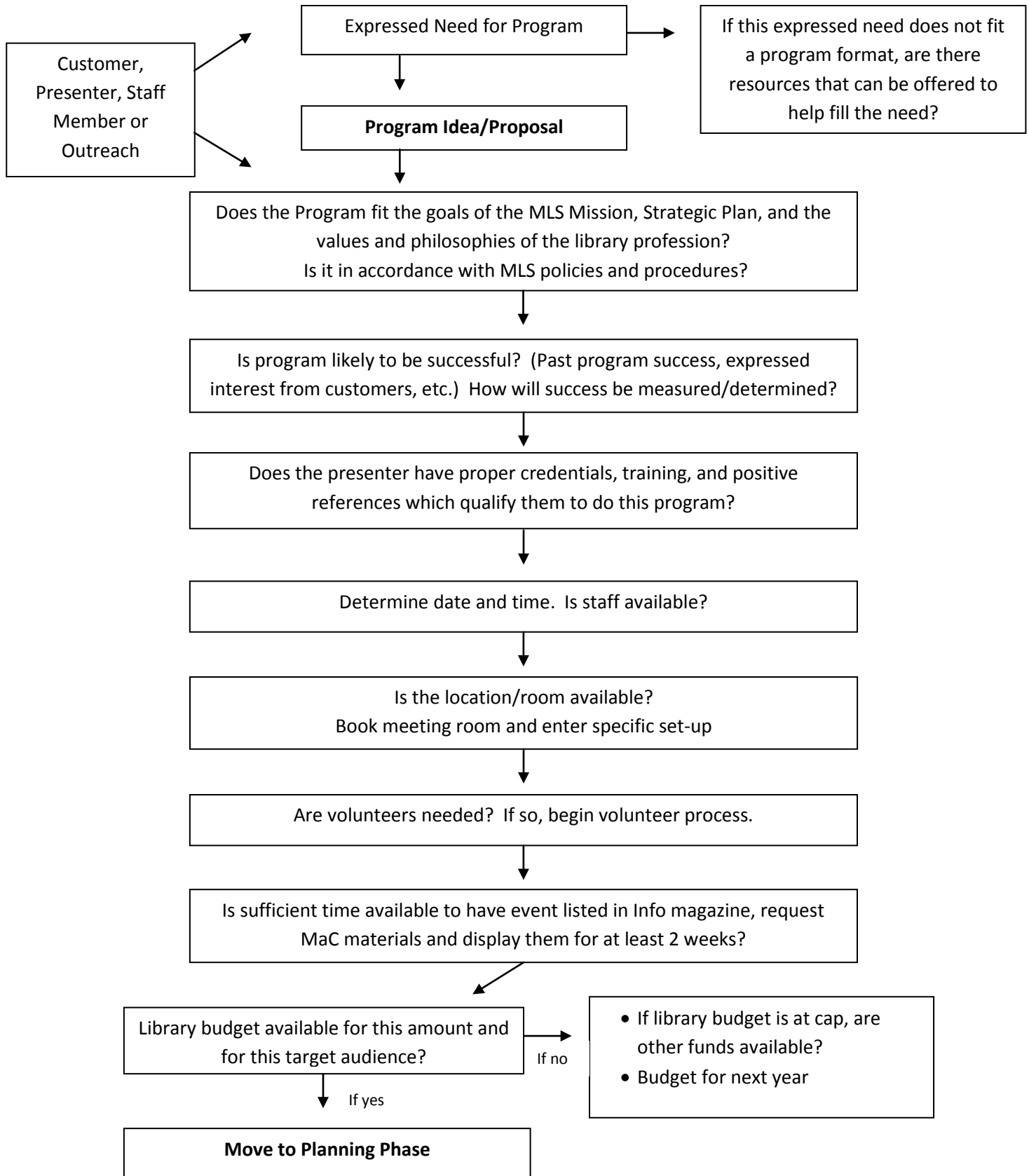


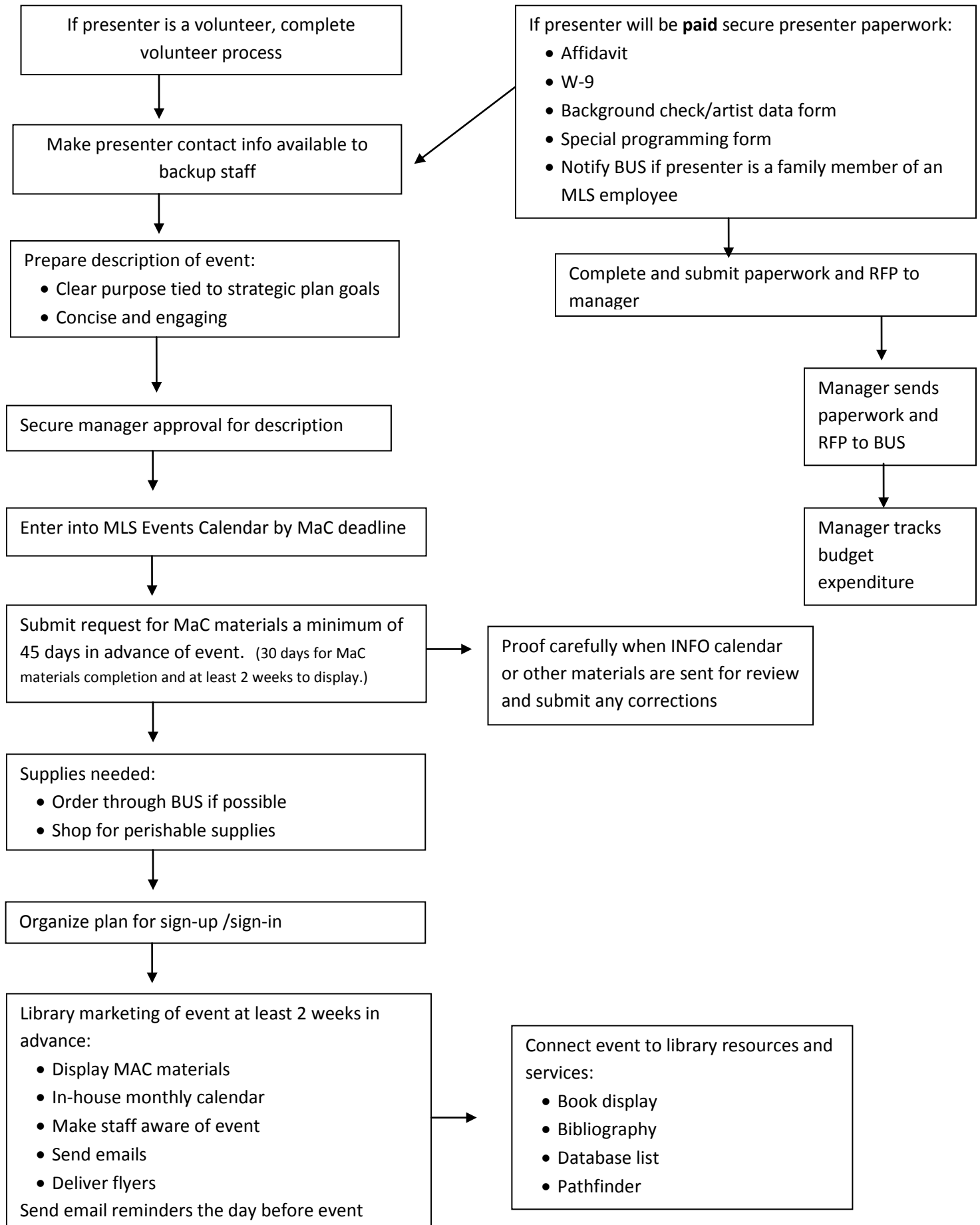
PIE: Program Decision

This progression is to be used in determining when to continue with the program planning process. A response of yes to each question is a positive indication that this will be a good programming decision.



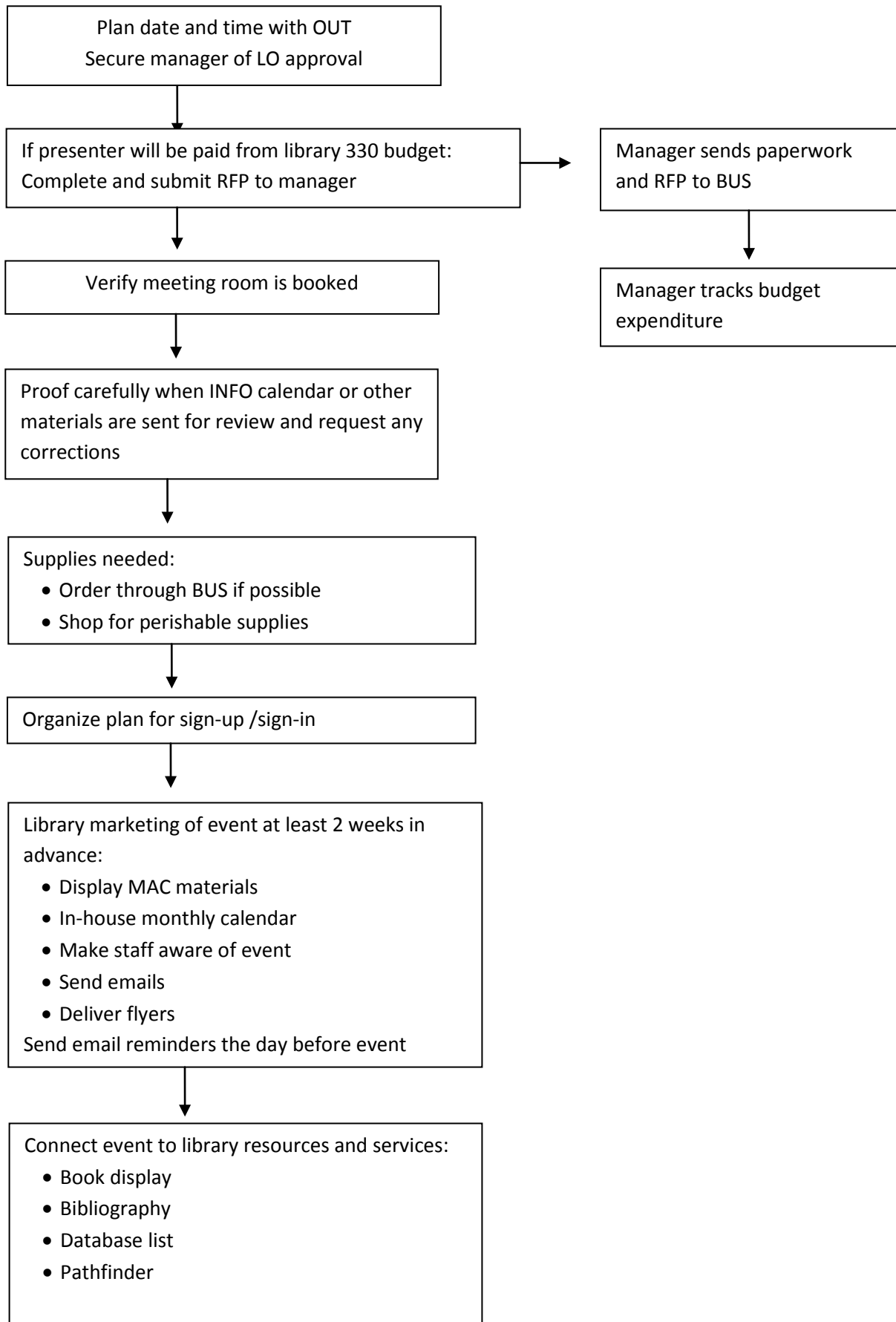
PIE: Program Planning at Library Level

(click for check box version)

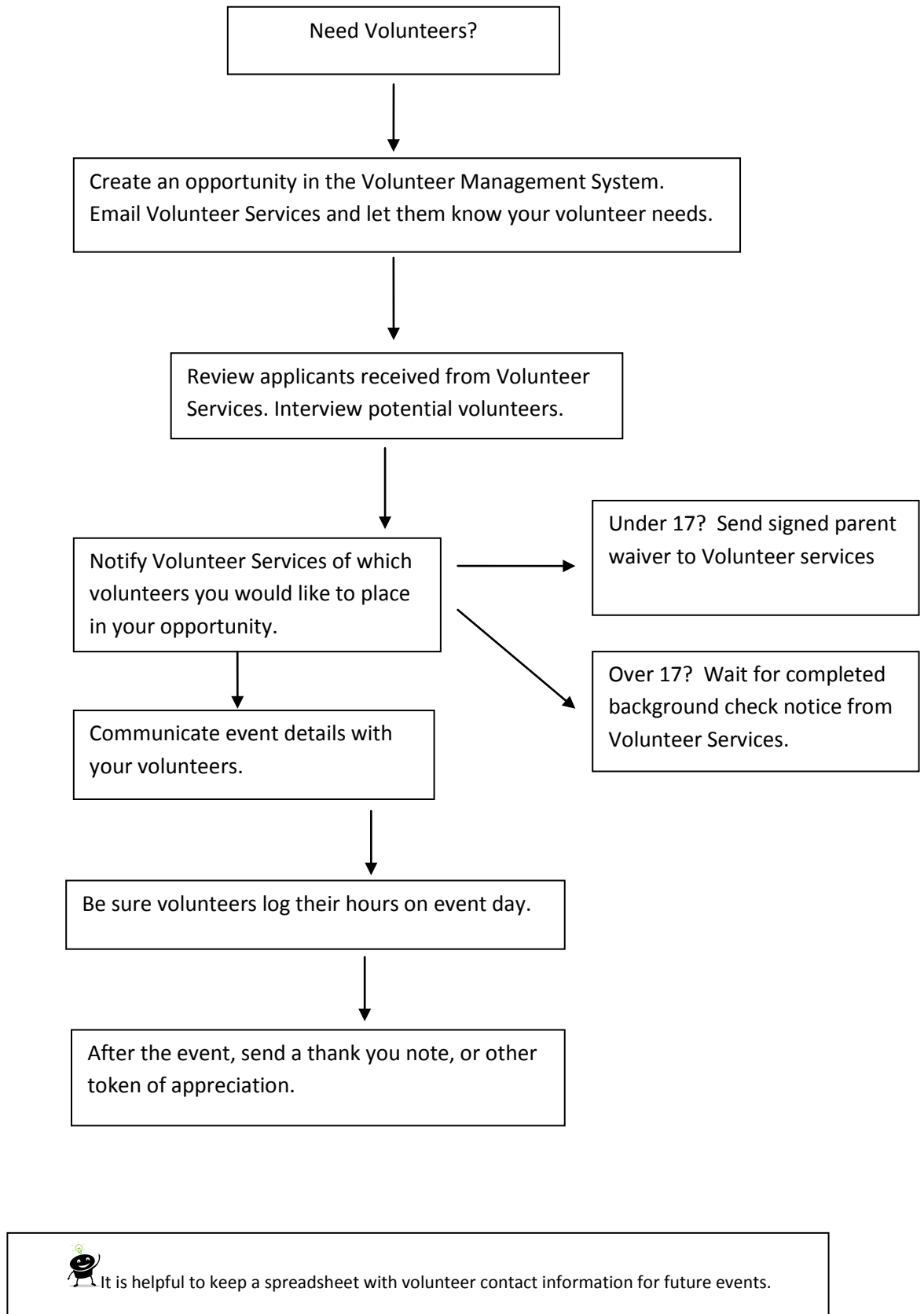


PIE: Program Planning for OUT Event

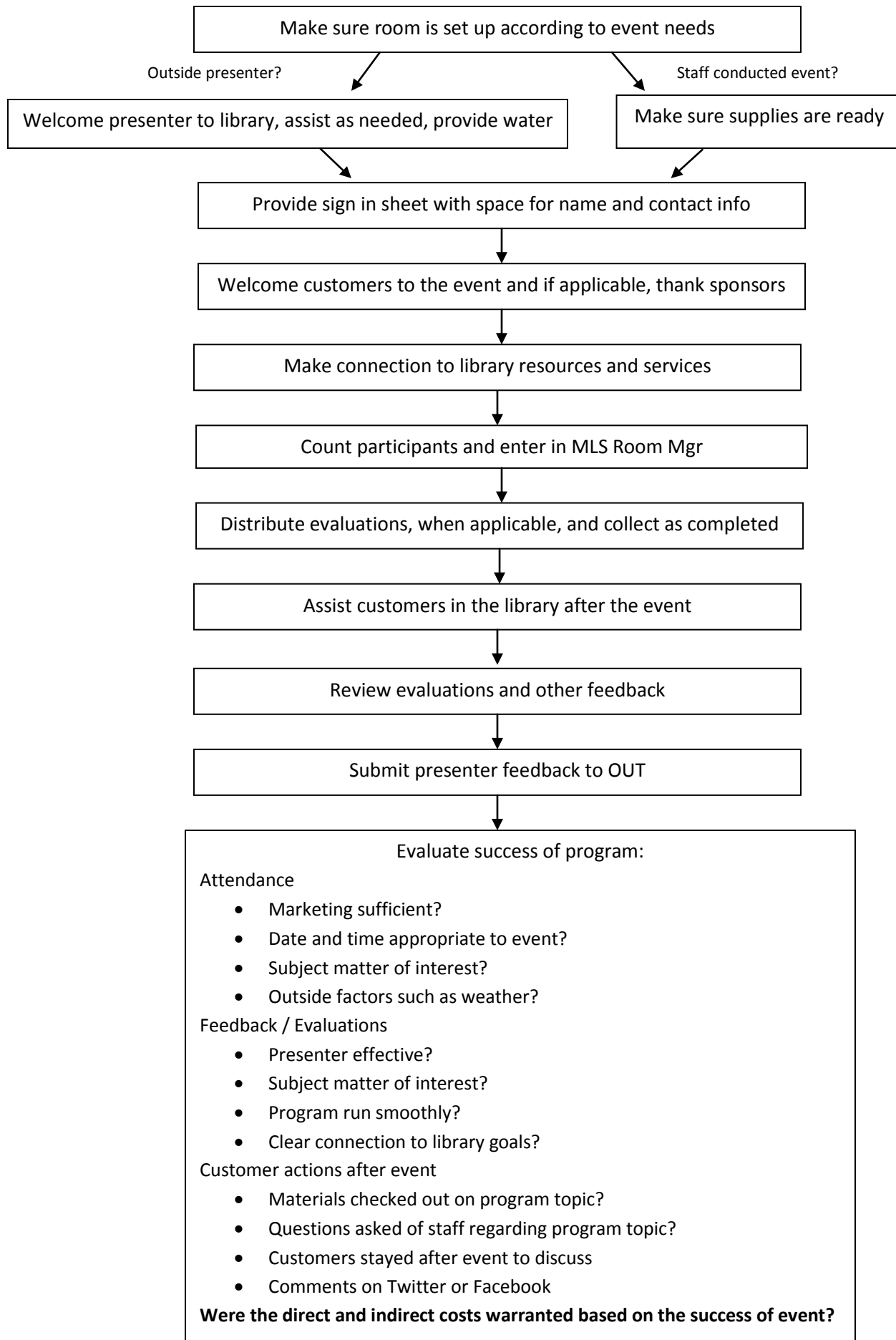
(click for check box version)



PIE: Volunteer Process



PIE: Program Execution and Review



PIE: Program Planning Checklist

Programmer:

- ☐ If presenter is being paid, secure presenter paperwork:
 - Affidavit
 - W-9
 - Background check/artist data form
 - Special programming form
 - Notify BUS if presenter is a family member of an MLS employee
- ☐ Complete and submit paperwork and RFP to manager
- ☐ If presenter is a volunteer, begin volunteer process.
- ☐ Make presenter contact info available to backup staff
- ☐ Prepare description of event:
 - Clear purpose tied to strategic plan goals
 - Concise and engaging
- ☐ Secure supervisor approval for description
- ☐ Enter into MLS Events calendar by MaC deadline
- ☐ Submit request for MaC materials a minimum of 45 days in advance of event. (30 days for MaC materials completion and at least 2 weeks to display.)
- ☐ Proof carefully when INFO calendar or other materials are sent for review. Submit any corrections.
- ☐ Supplies needed
 - Order through BUS if possible
 - Shop for perishable supplies
- ☐ Organize plan for sign-up or sign-in
- ☐ Library marketing of event at least 2 weeks in advance:
 - Display MaC materials
 - In-house monthly calendar
 - Make staff aware of the event
 - Send emails
 - Deliver flyers
 - Send email reminders the day before event
- ☐ Connect event to library resources and services
 - Book display
 - Bibliography
 - Database list
 - Pathfinder

Manager of Library Operations:

- ☐ Send paperwork and RFP to BUS
- ☐ Track budget expenditures
- ☐ Approve description of event

PIE: Program Planning for OUT Event Checklist

Programmer:

- ☐ Plan date and time with OUT and secure manager approval
- ☐ If presenter will be paid from library 330 budget complete and submit paperwork and RFP to manager
- ☐ Verify meeting room is booked.
- ☐ Proof carefully when INFO calendar or other materials are sent for review. Submit any corrections.
- ☐ Supplies needed
 - Order through BUS if possible
 - Shop for perishable supplies
- ☐ Organize plan for sign-up or sign-in
- ☐ Library marketing of event at least 2 weeks in advance:
 - Display MaC materials
 - In-house monthly calendar
 - Make staff aware of the event
 - Send emails
 - Deliver flyers
 - Send email reminders the day before event
- ☐ Connect event to library resources and services
 - Book display
 - Bibliography
 - Database list
 - Pathfinder

Manager of Library Operations:

- ☐ Approve date and time with OUT
- ☐ If library 330 budget is being used: Send paperwork and RFP to BUS
- ☐ Track budget expenditures