Program Guide

Transforming Your Library Into a Learning Playground

Brittany R. Jacobs

2018

January

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

						1
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October

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November

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25	26	27	28	29	30	

December

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PARTICIPANTS

In the table below fill in as much information as possible about your intended participants. This process is intended to help clearly define your audience. For some of the sections, interview questions may be in order with both students as well as teachers. Your objective for this chart is to fill in as much information as possible. Use the two blank rows at the bottom of the chart to create your own categories.

Age Range	
Books	
Games	
Movies	
TV Shows	
School Topics	

GOALS

PERSONAL

PARTICIPANT

INSTITUTION

PROGRAM

What is the timeframe for creating the program?	
What is your timeframe for implementation?	
What is your budget?	
How many staff members are needed?	
How many volunteers are needed?	
Will this event require registration?	
Will this program have a participant limit?	
What space will your program be held in?	
Will you partner with any outside organization for this program?	

PROGRAM GUIDE

PROGRAM TITLE   AGE RANGE

Program Description:

_____

_____

_____

_____

Program Lead: _____

Room/Location: _____

Set Up: _____

Program Schedule:

Time	Activity

GOALS

Participant: _____

Yourself: _____

Institution: _____

Materials Needed:

PREPARATION

Write out a step-by-step preparation process for maximum efficiency and organization.
Check off each step as you complete it.

#	Description	X
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25		

LESSON INFORMATION

_____

_____

_____

_____

_____

_____

_____

_____

_____

Resource List	X

ASSESSMENT

PARTICIPANT TOTAL: _____

Concept	Description
Science	
Technology	
Engineering	
Art	
Math	
Print Motivation	
Narrative Skills	
Vocabulary	
Phonological Awareness	
Literacy	
Initiative	
Diversity	
Creativity	
Teamwork & Collaboration	
Critical Thinking	
Adaptability	