

## **2016-17 Project Timeline**

### **Apr 2016**

- Attended VALLA in Staunton, VA April 17-19
- Developed program concept
- Arranged meeting with committee members, Eva Newton and Ursula Juarez-Wall
- Chose potential dates, keeping in mind holidays and school breaks
- Developed preliminary budget of projected expenses and revenue
- Decided on registration/application

### **May 2016**

- Committee Meeting-Book Trailers
- Established contact with participating high school to present project proposal
- 5/31 Meeting with Forest Park High School Principal and Staff
- Principal-Richard Martinez, Librarians-Debra Knisely and Tracy Stoyer, IT Coordinator-Brian Hackett, Eva and Ursula

### **June 2016**

- Researched grant writing and collected relevant data to substantiate project grant request
- Requested permission to apply for grant; Library Foundation unable to support grant request; resubmitted request with sponsorship of Friends of Montclair Library
- 6/8 Discovered available Best Buy Grant through Elizabeth Hensley
- 6/9 Friends of the Montclair Library agree to sponsor Best Buy grant
- 6/28 Grant Proposal completed
- 6/29 Grant Proposal Submitted to Best Buy Foundation

### **July 2016**

- Planned marketing and publicity strategy with library's Office of Community Engagement and administrators
- Presented draft flyers/event documents to administrators and OCE
- 7/29 OCE Meeting re VALLA Project from 1:00 PM-2:00 PM
- Assistant Library Director-Deborah Wright, OCE-Andrew Spence, MO Branch Manager-Elizabeth Hensley, Eva and Ursula

### **Aug 2016**

- Distributed event flyers/signage
- 8/25 Attended Forest Park High School New Student Orientation from 8:30-12

### **Sep 2016**

- Distributed event flyers/signage
- 9/1 Attended Forest Park High School Back To School Night from 6:45-8:45 pm
- 9/27 Best Buy Grant Award Recipient Letters Sent Out

### **Oct 2016**

- Distributed event flyers/signage
- 10/8 Friends of the Montclair Library notification of \$5000.00 Best Buy Grant Award
- 10/26 from 3-5 pm Book Trailer Meeting with FPHS Students

**Nov 2016**

- Distributed event flyers/signage
- 11/16 from 3-5 pm Book Trailer Meeting with FPHS Students

**Dec 2016**

- Publicity submissions due to Explore-Calendar of Events
- Distributed event flyers/signage
- 12/13 from 3-5 pm Book Trailer Meeting with FPHS Students

**Jan 2017**

- Distributed event flyers/signage
- Jan 7 Deadline for Digital Book Trailer Submission
- Jan 23 -Feb 28 Book Trailers air online and voting opens for Book Trailers online and in library

**Feb 2017**

- Feb 28 Voting for Book Trailers closes
- 2/7 Meeting with Best Buy General Manager, Casey Seabolt-No Show
- 2/14 Rescheduled meeting with Casey Seabolt to review equipment purchase list

**Mar 2017**

- Reviewed room set-up
- Made catering preparations and purchases
- Gathered all materials for event
- Contacted presenter to confirm
- Confirmed RSVPs
- 3/30 Digital Book Trailer Awards Ceremony, 26 attendees including participants, parents, friends, Friends of the MO Library, PWPLS Branch Administrators for CE and MO, Director of FCPL and community members
  - Agenda -- Thank you to program supporters
  - Refreshments
  - Book Trailer Screenings
  - Volunteer Certificates Handed out
  - Gift Cards/Prizes awarded
  - Students talk about trailers

**Apr 2017**

- Write Thank you notes
- Evaluate and analyze project/program
- Tally and submit data to quarterly report
- Submit VALLA Project

**May 2017**

- 5/31 Submit Best Buy Grantee Report