

Event Promotion Checklist

Title: Needs & Wants Date/Time: Thurs., Apr. 13th 4:00-5:00
Location: meeting room
Purpose: TM4K
Where to go for more info: Susan, Michele D Extension Kellymda
Who are my promoters: Lori, Susan
Who is funding/sponsoring the program: see credit line

As soon as possible

- Reserve room
- Enter in OPL events calendar
- Request needed funds (Friends, Bequest, Volunteers for Youth, NE Ia Charitable, Enrich Ia)
- Give speaker invoice to Susan
- Submit to OCAD calendar

Attend = 12

6 Weeks Out

- Write newsletter blurb and send to Lori
 - Sponsor acknowledged
- Consider creating Google registration for library website Y/N

4 Weeks Out

- Give info to Lori or add promo info to
 - Digital Sign
 - Facebook
 - Website
 - Print copies
 - Signs / Posters
 - Consider Flyers to go out into community Y/N
 - Email poster to surrounding libraries
 - Bookmarks
 - Consider PSA to KOEL Y/N
 - Consider Text to checkout receipts Y/N
 - Submit staff schedule change to Susan
 - Consider additional staff or volunteers Y/N

2 Weeks Out

- Write Press Release for ODR (request reminder blurb as event gets closer)
- Sponsor acknowledged

Final Reminders

- Facebook
 - 6 days
 - 2 days
 - Day of
- Email Y/N
 - 1 day
- Turn in all invoices to Susan (marked with event/funding source)
- Re-confirm event date/time with presenter

Credit line must read:
Thinking Money for Kids
was developed by the
American Library Association
Public Programs Office in
collaboration with the
FINRA Investor Education
Foundation whose support
made this exhibition
possible.

Program

Sessions led by ISU
Extension Youth Coordinator.

Needs & Wants

Youth will learn the
difference between things
they want to have and
things they need to have.
Youth will make a
personality profile
and rank their needs
according to their
importance.