Event Promotion Checklist

Title: Needs & Wants

Date/Time: Thurs., Apr. 13 4:00-5:00

Location: Meeting Room

Purpose: TM4K

Where to go for more info: Susan, Michele, D'Extensive, Rehnoud

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

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

Attend = 12

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 SUS

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.