## Timeline for planning and implementing an Event

### Investigation and exploration
- Select a small committee to investigate the possibility of holding the event
- Brainstorm!
- Identify audience/participants
- Contact institutions with similar experience for guidance
- Identify possible locations, food options, and needed materials
- Explore options and draft budget

### Solidify buy-in
- Obtain support from library administration; expand committee from exploratory to implementation size
- Select a date for the event (consider building the date around schedule of key speakers, participants or administrators)
- Introduce the concept to other library personnel
- Share the event with key administrative figures outside of the Library

### Firming up plans
- Reserve location
- Determine and order food, beverages, and any other materials
- Identify and create publicity for event
- Finalize list of invitees or target market
- Create any materials to share with invited participants in advance of the event
- Fill out all appropriate forms and paperwork

### Reinforcing buy-in
- Share the event with any other key personnel
- Remind library personnel of the event, provide more details as available
- Select staff or outsiders who will be part of the event, identify specific duties and provide any necessary training

### Details, details, details
- Disseminate publicity
- Procure any materials needed for the event (flipcharts, nametags, markers, pencils, etc.)
- Review duties with people who will be part of the event
- Create any materials that will be distributed at the event
- Consider staging a practice session
- Confirm location, food, external participants

### Last minute crunch
- Identify someone to help with general or “gopher” duties
- Gather materials and prepare location for event
- Confirm participation of key people

### Follow-up
- Thank yous! (to attendees, key administrators, and all helpers)
- Compile results or evaluations
- Review what went well, what did not
- Disseminate results (to library personnel, attendees, community)