Timeline for planning and implementing an Event

Party with A Plan

A Guide to Hosting Events

8 months-1 year before	6-8 months before	4-6 months before	3-4 months before	1-2 months before	Last few days	EVENT	Afterwards

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 last minute or "gopher" duties

- Gather materials and prepare location for event

- Confirm participation of key people

ENJOY!

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)