



## **Samples**

1. Programme plans
2. Programme publicity
3. Monthly calendar of events
4. Programme calendar
5. Meeting room booking form

**SAMPLE 1**

**PROGRAMME PLANS**



# Trillium Public Library

## Programme plan and summary sheet

**Program title:**

**Description:**

**Target group:**

**Any limitations:**

**Where:**

**When:**

**Time:**

**Publicity:**

**Materials, resources needed, staff required:**

**Projected cost:**

**Evaluation, suggested improvements or comments:**

**(Be sure to include actual cost, revenue and attendance in your comments)**

**Would you do it again? Yes  No**

## SAMPLE 1

### PROGRAMME PLANS (CONTINUED)



# Trillium Public Library

## Programme plan and summary sheet

**Program title:** Decorating styles

**Description:** Jane Smith will show participants how to combine the elements of different styles to suit a home's decor -- English country, folk, contemporary, etc. Copies of her book, *Your home, your style*, will be available for autographing.

**Target group:** adult

**Any limitations:**

**Where:** Library meeting room

**When:** Tuesday April 6, 1994

**Time:** 8:00 p.m. to 9:30 p.m.

**Publicity:** Bookmarks with information distributed in the library for 2 weeks prior to the programme. Poster in the post office.

**Materials, resources needed, staff required:** One staff member required to introduce the speaker.

**Projected cost:** Cost of publicity material only. No charge for the speaker.

**Evaluation, suggested improvements or comments:** Very popular programme. Several participants suggested running a similar programme over 3 nights on different topics, for example, window treatments, renovating your kitchen and flooring materials.

**Would you do it again?** Yes  No

## SAMPLE 1

### PROGRAMME PLANS (CONTINUED)



# Trillium Public Library

## Programme plan and summary sheet

**Program title:** Winter tales and super snowflakes

**Description:** A one hour programme of poems, stories and a video on a winter theme. There will also be a craft - this time to make paper snowflakes for the library and to take home. Free programme but as space is limited, must pre-register at the circulation desk or by telephoning the library.

**Target group:** Children ages 5 to 8

**Any limitations:** 30 children

(maximum)

**Where:** Library meeting room

**When:** Saturday December 10, 1994

**Time:** 10:00 a.m. to 11:00 a.m.

**Publicity:** Notice on library calendar. Flyer to public school elementary classes. Use a snowman, a lead, a pair of ice skates or mittens on any handouts and posters.

**Materials, resources needed, staff required:** Four people needed to help with programme -- begin programme wearing scarves, ski hats and winter boots.

**Read aloud:** *The snowy day* by Ezra Jack Keats; *The mitten: an old Ukrainian folktale* retold by Alvin Tresselt; *Belle's journey* by Marilyn Reynolds (Orca Book Pub., 1993) and the poem "It's snowing! It's snowing" by Jack Prelutsky.

**Song:** "Snowflakes"

**Craft:** Require at least 100 sheets of white paper and enough pairs of scissors for each child to cut out the paper snowflakes.

**Projected cost:** \$50.00 for craft supplies (Actual cost: \$43.56)

**Evaluation, suggested improvements or comments:**  
Suggest having 2 more adults for the programme.

**Would you do it again?** Yes  No

SAMPLE 2

PROGRAMME PUBLICITY

# Decorating styles

Choose your own style...  
English country, folk, contemporary

Join us for a evening session with

**Jane Smith,**

author of *Your home, your style*

In

**Trillium Public Library**

Meeting room

**Tuesday April 6, 1994**

**8:00 p.m.- 9:30 p.m.**

If you are between the ages of 5 and 8,  
you are invited to join us for....

## *Winter tales and super snowflakes*

This is a programme of stories, poems and songs. Every  
child will also be able to make spectacular snowflakes  
to decorate the library and to take home.

Trillium Public Library - Meeting room

Saturday December 10, 1994  
10:00 a.m - 11:00 a.m.

*Register beginning December 1st at the circulation desk  
or by calling 765-4321*

## **SAMPLE 3**

### **MONTHLY CALENDAR OF EVENTS (SIDE 1 OF 2)**

insert from SERV4S-L.PM4 onto these pages

**SAMPLE 3**

**MONTHLY CALENDAR OF EVENTS (SIDE 2 OF 2)**

## **SAMPLE 4**


### **PROGRAMMING CALENDAR**

**SAMPLE 4**

**PROGRAMMING CALENDAR (CONTINUED)**

**SAMPLE 5**

**MEETING ROOM BOOKING FORM**

	<h1>Trillium Public Library</h1>
<h2>Permit for the use of the meeting room</h2>	
<p>Name of organization: _____</p> <p>Name of person in charge: _____</p> <p>Address: _____</p> <p>Telephone number: _____</p>	
<p><b>The use of the meeting room is for</b></p> <p>Display purposes      <input type="radio"/>      A meeting      <input type="radio"/></p>	
<p>Type of meeting or display: _____</p>	
<p><b>Date or dates:</b> _____</p>	
<p>Entry time: _____      Exit time: _____</p>	
<p><b>Equipment needed:</b></p> <p>Number of chairs: _____      Number of tables: _____</p> <p>Overhead projector: _____      Screen: _____</p> <p>Coffeemaker (coffee not included): _____</p> <p>Flip chart stand (paper not included): _____</p> <p>VCR/TV: _____</p> <p>Public address system: _____</p>	
<p>I have read and agree to the terms and conditions governing the use of meeting rooms at the Trillium Public Library as outlined on the reverse of this form.</p>	
<p>Applicant's signature: _____      Date: _____</p>	
<p>For library use:</p> <p>Permit approved: _____</p> <p>Rental fee: \$ _____ or No charge _____</p>	

## **SAMPLE 5**

### **MEETING ROOM BOOKING FORM (REVERSE SIDE)**

#### **Terms and conditions governing the use of meeting room**

1. The meeting room is assigned on a first-come, first-served basis.
2. The Library Board reserves the right to refuse a rental request and to cancel any reservation.
3. Patrons may limit public entry to their meetings providing such limitations are not discriminatory under the Canadian Charter of Rights.
4. The sale of any goods and/or services by commercial organizations is not permitted on Library premises.
5. Patrons are responsible for ensuring that the capacity limits set by the Fire Department are not exceeded.
6. The Library is not responsible for damage, theft or loss of articles or property belonging to people renting the meeting room or to programme participants.
7. Patrons agree to provide full compensation for loss and/or damage to library facilities, equipment and property arising from meeting room use, and should report any damage to the library staff as soon as possible.
8. Smoking is not permitted in the Library. Alcoholic beverages may be served but the renter is responsible for making prior arrangements with the Liquor Licence Board of Ontario.
9. Custodial services are NOT available to individuals and/or groups renting space, except for room set-up prior to the start of the programme and for building security. Those renting the meeting room are asked to leave the room in the same condition in which it was found.