



## Sample Program Agenda

### Before the program begins:

Greet the scholar and participants as they arrive. Confirm the agenda and time for each segment with the scholar. You may want to serve refreshments at the beginning or end of the program. This helps people to mingle and relax.

### Introduction:

The librarian, program coordinator, or a volunteer introduces each program. Include in the introduction a thank you to local and state program sponsors. Explain what will happen during the program, including the discussion. Then introduce the program speaker. In advance of the program, ask the speaker to give you a brief biographical statement which can be read during the introduction. If this is the first program in the series, talk about your series theme and what you hope to accomplish over the 5 programs. If this is a second-fifth program, recap the discussion from the previous program(s).

### Scholar's Presentation:

The scholar's presentation sets the stage for the group discussion. While these remarks should enrich and expand the reading that participants have done to prepare for the program, it is only meant to lead into the discussion which follows. If the speaker plans a formal presentation or lecture, ask him or her to keep it to no more than twenty to thirty minutes in length.

### Discussion:

The library needs to decide how it wishes to structure the discussion portion of the program in advance of the first program. We recommend that any group larger than 10 or 12 break into smaller groups during the discussion portion of the program. Small groups (6 - 12) work well for a number of reasons:

1. Many people are uncomfortable speaking out; smaller groups may be less threatening.
2. Small groups allow more time for each person to talk.
3. Small groups allow participants to take a more active role in discussing and formulating ideas about what they have read; they are relying on their own experiences, not what "the expert" thinks.

Ideally participants will prepare for each program by reading the selected book and will attend all five programs. However, participants should feel free to join in the series even if they have not attended previous sessions. Encourage participants to attend programs even if they do not like a particular book or were unable to finish the reading. Often the scholar's presentation will give a new perspective to the book and participants will be eager to reread or finish the book. Since discussion allows the participants to relate their own experiences to the reading and the scholar's presentation, everyone should have something to contribute. Sometimes controversial books spark the most lively discussion.

### **Wrap Up:**

If you are in small groups, bring the groups together for the final 5 or 10 minutes. Ask someone from each group to recap one or two issues they discussed or ask the scholar to make closing remarks. Don't forget to get feedback from program participants using the evaluation forms provided. This is required for the final program. Then, thank the scholar, the discussion leaders, and the participants and end on time.

### **State Program Sponsors:**

