



# Survival Guide for Program Coordinators

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## What to do before the program

- ✿ Read books and check them out to participants w/copy of Theme Essay
- ✿ Publicize programs in the library and in the community - including posters
- ✿ Contact program scholars prior to their sessions
- ✿ Arrange for refreshments (if possible) and hosts
- ✿ Set up room

## What to tell the program scholar before the program

- ✿ Confirm program date, time and location
- ✿ Directions to the library
- ✿ Help with overnight lodging and restaurant recommendations
- ✿ Discuss your program format & your expectations for the scholar

## What to do at the program

- ✿ Introduce scholar
- ✿ Thank Let's Talk About It project funders:
  - 1- Idaho Humanities Council
  - 2- Idaho Commission for Libraries
  - 3 -U.S. Bancorp Foundation
  - 4 - Institute of Museum and Library Services
  - 5- Your local community partner
- ✿ Pass out program evaluation and collect completed forms

## What to do after each program

- ✿ Collect session books from participants
- ✿ Send thank you to program scholar
- ✿ Mail session books to ICfL according to "due date" on packing slip

## What to do after your last program:

- ✿ **Collect any unreturned books**
- ✿ Fill out personnel and meeting room in-kind contribution forms
- ✿ Fill out library feedback form

## Mail to the Commission within 2 weeks of your last program:

- Any unreturned books
- Library feedback form
- Participants' feedback forms
- In-kind match forms (pink and yellow)
- News clippings and other publicity created for program series

# Program Information & Forms

- Theme Essay
- Book Summaries and Discussion Questions
- Sample program flyer & bookmark
- Library In-Kind Match form for personnel
- Library In-kind Match form for meeting room
- Library Feedback Form (program coordinator)
- Participant Feedback Forms

## Let's Talk About It Web Site

<http://libraries.idaho.gov/lets-talk-about-it>

Information on books and themes  
Statewide program schedule  
Scholar Profiles

## For Assistance --

**With** program schedule and scholars, theme and book content information, reporting forms, and general information, contact:

**Dian Scott:** (208) 334-2150 or 800-458-3271

[Dian.scott@libraries.idaho.gov](mailto:Dian.scott@libraries.idaho.gov)

**With** reserving books and questions about receiving books or returning books, contact:

**Karen Parsons:** (208) 334-2150 or 800-458-3271

[Karen.parsons@libraries.idaho.gov](mailto:Karen.parsons@libraries.idaho.gov)