Survival Guide for Program Coordinators

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 – Institute of Museum and Library Services
  4– 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

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