



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:

Angela Lints: (208) 334-2150 or 800-458-3271

angela.lints@libraries.idaho.gov