

## Programming Checklist

All forms can be found on the Programming OneDrive

- Confirmed date, time, and cost with presenter
- Added event to LibCal
  - Description need not be final, but booking the room as early as possible is recommended. Instructions on how to add programs can be found in the Programming OneDrive, the shared drive, or on the Bookmarks page under Programs.
- Included staff person's name in Internal Notes in LibCal
- Created program contract and sent to presenter
  - Filled out all the information you already have and highlighted fields that presenter needs to complete
- Received signed contract from presenter
- Sent copy of completed contract to Jez
- Booked a Virtual Meeting Room (if needed)
- Submitted event in LibCal (only when everything is ready)
- Confirmed and edited details of program in Draft 1 of Fine Print
- Confirmed and edited details of program in Draft 2 of Fine Print
- Received check (if applicable)
- Entered setup needs in LibCal (1-2 weeks before program) using Notes field on Attendance page
- Sent confirmation email to presenter (1 week before program)
  - Asked for introduction information
  - Asked for handouts
- Made copies of handouts for in-person attendees and emailed to virtual attendees (if applicable)
- Gave check to presenter (time of program)
- Gave all program evaluations to Jez/Sue with date and program listed on top
- Entered attendance in LibCal