

## Mead PL Program Publicity and Volunteer Request Form **\*Required**

1. **Program Title \***
  2. **Date \***
  3. **Time \***  
Start and end time
  4. **What is your program's topic area? \***
    - Civic/Community Engagement
    - Digital Learning
    - Early Childhood Literacy
    - Economic Development
    - Education/Lifelong Learning
    - Job Skills
    - Summer Reading
  5. **Is this a recurring program? \***
    - Yes
    - No
  6. **If so, how often does it recur?**
  7. **Room/Location \***
  8. **Program Description \***
  9. **Open to what ages (be specific)**
  10. **Registration required?**
    - Yes
    - No
  11. **List outside organizations assisting with event that need to be credited on any publicity.**
  12. **Online resources: include links to websites, project examples, head shots of presenters, etc. (or email files to Marketing Dept.)**
- Recurring Program Questions**  
To help in setting goals and evaluating recurring programs, we'd like you to fill out the following section. For existing programs, answer based on the last year of programs. For new programs, estimate what you think the program will take or write n/a for questions that aren't yet applicable.
13. **How much staff and volunteer time does this program take? \***
  14. **How much money does this program cost? \***
  15. **What has been the low, high, and average attendance?**
  16. **How much enthusiasm do you see in attendees? \***
  17. **How much meeting space does this program take up? (ex: 3 hours a month in the Rocca Room) \***
  18. **Do you know of any similar programming in the community? \***
  19. **Are you planning on making any changes between the last programming cycle and the next? \***
- Printed Materials & Publicity Needs**
20. **Mounted, in-house posters needed and where they should be displayed (space permitting)**  
*Check all that apply.*
    - Café bulletin board
    - Second floor bulletin board
    - Imaginarium
    - Children's library
    - Teen center (3rd floor)
    - Teen library (2nd floor)
  21. **Number of additional posters to print for outside distribution**
  22. **Separate sign needed for outside the room on the day of the event (note, this is for recurring programs only, otherwise use existing posters)**
    - Yes
    - No
  23. **Other print requests (special flyers, programs, bookmarks, etc.):**
- Program Support Needed**
24. **Personnel Needed During Program \***  
*Check all that apply.*
    - Program planner will be present
    - Volunteer or other staff needed
    - Other:
  25. **What tasks will be required of responsible party \***  
*Check all that apply.*
    - Set up
    - Meet & Greet Presenter
    - Announcements/Intros
    - Technology assistance
    - Crowd Control
    - Cleanup
    - Other:
- Send me a copy of my responses.**