



Stress-Free Adult Programming

*Workshop Agenda
Winter-Spring 2006*

Lynn Whitehouse
Instructor
An Infopeople Workshop

Overview of Adult Programming

- ◆ Introductions
Exercise #1 Icebreaker Introduce Each Other and Programming Needs
- ◆ Benefits of Programs and Sample Programs
Exercise #2 Divide into Groups and Brainstorm Programming Ideas

Developing and Planning the Program

- ◆ Program Design
- ◆ Who is your audience
Exercise #3 Create a Profile of Your Audience
- ◆ Benefits of Partnerships
- ◆ Preliminary Budget
Exercise #4 Planning Your Program
- ◆ Planning Program Timeline
- ◆ Working with Authors, Scholars, Speakers, and Partners, etc.
- ◆ Licensing and Copyright

Publicity and Promotion

- ◆ When, Where and How to Publicize
Exercise #5 Brainstorm Publicizing Events

Program and Evaluation

- ◆ Benefits of Evaluating?
- ◆ Evaluation Methods
- ◆ Day of the Program
- ◆ Troubleshooting
Exercise #6 Group Exercise Design a Program

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.