

# Program planning checklist

Use this template to plan for every aspect of the program.



## Notes, follow-up, key contacts, key dates:

<b>School(s)</b>	
<b>Public library(s)</b>	
<b>Program coordinator</b>	
<b>Program scope</b> duration year level(s) number of boys	
<b>Resources:</b> space staff equipment books/reading material	
<b>Family support &amp; awareness</b> newsletter blokes	
<b>Funding &amp; financial support</b> budget sponsors grants	
<b>Ambassador</b>	
<b>Launch</b> speakers refreshments free books	
<b>Booktalks</b> promotion refreshments	
<b>Workshops</b> promotion writer & actor refreshments	
<b>Bookgig excursion</b> date booking transport	