**Program Planning Worksheet**

The mission of the Knox County Public Library is to **serve all residents as an educational, informational, recreational, and cultural center through a wide variety of resources, services, and programs**

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| **Title of Program** | Holiday Treat Recipe Exchange |
| **Date(s) of Program** | December 8th, 2022, all day event |
| **Location(s) of Program** | South Knoxville Branch Library |
| **Lead Staff Person, job title** | Joy Morris, senior assistant |
| **What is the purpose of this program?** How is it relevant to the library’s mission, promote collections, support the community, promote lifelong learning? | The purpose of this program is to encourage patrons to check out our cookbooks and come together as a community to help each other with their recipe expansion endeavors. During this season many patrons may be looking for different types of recipes in anticipation of entertaining for the holidays, and the South Knoxville Branch has the resources to help them.  |
| **Program content and implementation.** What are you going to do and how are you going to do it? Who is the presenter, including staff, and what are the person’s credentials?  | South Knoxville staff will have several of our cookbooks on display along with clear instructions on how to participate. A table will be set up those separates the holiday treat into general, sugar-free, gluten-free, and vegan options. Patrons will be encouraged to bring in their recipes to display within the sections and recipe cards will be available for participants to copy the recipes they want and take with them.  |
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| **Supplies needed.** Estimate cost if any. Where will funds come from? | This program will not have any cost. |
| **Equipment needed.**  If you don’t have needed equipment at your location, where is it coming from? Has it been reserved? How is it being delivered?  | No equipment will be needed. |
| **Title of book(s) being discussed** | Cookies for Christmas, Brownies!, Perfect Pastry |