**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** | SoKno Seasonal Soiree |
| **Date(s) of Program** | December 15th, 2022, 4-5pm |
| **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? | This program is to remind patrons of the resources the library has regarding all things winter holiday. South Knoxville has an abundance of holiday reading material, cookbooks, and craft books to fill homes with fun seasonal recreation and education. |
| **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? | Program will include separate stations throughout the library: a story time station, a craft station, a photo op, and an activity station. Patrons will be encouraged to visit each station to hear about books the library has to offer regarding holiday activities, crafts, books, and other upcoming programs. Patrons can win a prize by participating in our holiday socks contest. |
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| **Supplies needed.** Estimate cost if any. Where will funds come from? | This program will cost between $40- $50 and can be funded through the friends’ book-sale funds. |
| **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** | How the Grinch stole Christmas, Kwanzaa, The Night before Christmas, Hanukkah Bear, Christmas Cookies, Betty Crocker’s Christmas Cookbook, Artful Christmas, |