

# How to Plan the ASC Workshop

## A Step-by-Step Guide

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## **STEP 1**

### **SELECT VOLUNTEERS, TOPIC AND LOCATION**

**By End of October**

At the October Meeting of the Adult Service Committee

- A. Ask volunteers to serve on the workshop committee. If need be, volunteers can be finalized at December meeting.
- B. Decide on a topic for the workshop.

If you need ideas, ask the committee as a whole and consult suggestions on previous workshop evaluations.

- C. Get a location for the workshop.

#### **Schedule meetings for the committee to meet.**

Usually, this is monthly with each committee member hosting a month (February, March & April) and the last one being at the hosting library.

## **STEP 2**

### **SELECT DATE FOR WORKSHOP**

**By End of December**

Come up with 3-4 possible dates for the workshop. Usually it's on a Wednesday morning.

Check with the hosting library for which date will work that is open for the meeting room. Confirm that the meeting room gets booked for the day that is chosen.

### **STEP 3**

#### **CHECK STEERING COMMITTEE MEETING TIMES**

##### **December**

Check the Steering Committee Meeting times. This will determine your absolute deadline for the Workshop Proposal (Step 8).

### **STEP 4**

#### **GET BUDGET**

##### **By Early January**

Ask the TLN Director if he has a budget in mind for the workshop. This amount will determine how fancy you can get. This number is not etched in stone. If you need more money to cover travel costs, etc., you can request more with justification on the budget sheet.

### **STEP 5**

#### **SELECT SPEAKERS**

##### **By End of January**

Find three speakers on topics that fit your theme. Have them sign & return to you the speaker contract found at the TLN Steering Committee website:

<http://tln.lib.mi.us/files/steering/ProposalForm.pdf>

Ways to find speakers if no one is immediately obvious:

1. Ask TLN Adult Services Committee if they have any thoughts, in person or over email.
2. Use michlib listserv to get suggestions.
3. Contact Wayne State or U of M to see if any of their staff members would be good choices.
4. If someone turns you down for speaking, ask if they have any suggestions of other speakers.

## **STEP 6**

### **SELECT A TITLE**

**By End of January**

Be creative.

It's tougher than it sounds.

## **STEP 7**

### **MAKE THE AGENDA**

**By End of January**

- Decide on and make out the agenda for the workshop.

## STEP 8

### FILL OUT THE PROPOSAL

**By the end of January**

Fill out proposal (which can be found on the Steering Committee website:

[https://tln.lib.mi.us/committee/steering/files/docs/Guidelines\\_for\\_TLN\\_Sponsored\\_Workshops.pdf](https://tln.lib.mi.us/committee/steering/files/docs/Guidelines_for_TLN_Sponsored_Workshops.pdf)), including budget information, and submit to the TLN Steering Committee for approval.

Email the proposal as an attachment to the chairperson.

**The Proposal is due for approval by the Steering Committee at least two months before the workshop.**

Budget should include:

- Speaker's fees
- Printing
- Supplies
- Continental Breakfast
- Lunch for Speakers

Whatever is paid for out of pocket will get reimbursed by TLN

From the TLN Steering Committee website:

TLN Committees which want to sponsor Continuing Education Workshops may do so only **after** receiving approval from the TLN Steering Committee and the TLN Director. When submitting a workshop proposal for consideration, please follow the procedure outlined below.

1. Prepare a one paragraph description of the program. Include the program title, overview of the content, sponsoring committee, location and date of the program, and list of speakers.
2. Submit the paragraph and the TLN Continuing Education/Workshop Proposal Form to the Chair of the Steering Committee. The form should be submitted no later than 8 weeks before the scheduled date of the program.
3. No costs may be incurred, or publicity material distributed, until the program has been approved by both the Steering Committee and the TLN Director.
4. Once approval has been secured, the program chair is responsible for preparing agreements to be sent to each speaker; a form is provided for this purpose.
5. Follow all instructions on the "Reimbursement Guidelines for Workshop Costs" - <https://tln.lib.mi.us/committee/steering/files/docs/Proposal.pdf>.

## **STEP 9**

### **MAKE THE REGISTRATION FORM**

**By Early April**

- Make the necessary changes to this form or make a new one: [link](#) & print out for distribution.

Online registration is available via TLN. Contact Brigitte Felix ([bfelix@tln.lib.mi.us](mailto:bfelix@tln.lib.mi.us)) to have this set up.

## **STEP 10**

### **MAKE THE BROCHURE**

**By Early April**

- See past brochures for an idea of what to include. Be sure to include end time for the workshop.

## STEP 11

### EMAIL ANNOUNCEMENT

**By late April**

Appoint someone to send out the announcement email to

(you must join all of these lists first before you can post):

- MICHLIB-L
- everyone list at TLN
- [slisins@lists.wayne.edu](mailto:slisins@lists.wayne.edu)
- adult-services
- SASUG
- techcomm
- U of M School of Information - Email [shamille@umich.edu](mailto:shamille@umich.edu) so she can post it to their list for you.

Brigette Felix is very helpful if you need help. [bfelix@tln.lib.mi.us](mailto:bfelix@tln.lib.mi.us). Also ask previous committee members for advice if you need it.

The email should include the brochure & the registration form. Send out the email twice: once near the end of August, and the second time 2 weeks later as a reminder. **In order to maximize participants, the end of August deadline is crucial.**

University students are very interested in a webpage they can link to from their Facebook pages, etc. If you have set up the online registration (see Step 10) you can provide them with this web address.

## STEP 12

### DISTRIBUTE BROCHURE AND REGISTRATION

**By mid-April**

Distribute the brochure and the registration form to all TLN libraries. Send 100 brochures to TLN #49, attention Reception and include a note asking that one of each is sent to each library.

## **STEP 13**

### **TAKE REGISTRATIONS**

**From May 1st thru up to the day before the Workshop**

Discuss this step with Brigitte Felix ([bfelix@tln.lib.mi.us](mailto:bfelix@tln.lib.mi.us)) for best practices. At least one committee member will need to stay in contact with Brigitte for any questions or issues that may arise as well as to keep track of the list of registrants.

## **STEP 14**

### **PLAN FOR FOOD FOR THE CONTINENTAL BREAKFAST**

**Beginning of May**

You will need to include food in the budget.

Make sure whoever buys food gets reimbursed from TLN.



## **STEP 15**

### **PURCHASE SUPPLIES**

**By the end of April**

Supplies needed:

Folders

Name tags

Pens

Maybe a map or guide to restaurants in the area

Copies of handouts from presenters

Check supply tub – we may already have some of these supplies. If not go to Office Supply store to buy what is necessary. Keep receipt. TLN will reimburse you.

## **STEP 16**

### **GET HANDOUTS FROM SPEAKERS**

**By week prior to workshop**

Ask the speakers to send any handouts or PowerPoint tutorials to be included in the folder.

Any printing fee get receipt if possible and send to TLN for reimbursement.

## **STEP 17**

### **STUFF FOLDERS**

#### **Week prior to workshop**

Print out 110 copies (or number necessary) of the Agenda, evaluation and speaker handouts.

Stuff folders to include in this suggested order

- Agenda
- Speaker A's handouts.
- Speaker B's handouts.
- Speaker C's handouts
- Evaluations.
- Info on hosting location in opposite pocket.

## **STEP 18**

### **RUN THE WORKSHOP**

#### **The Day of the Workshop**

##### Things to keep in mind the day of the workshop

- Plan on getting there between 8 am and 8:30 am. Let the hosting library know when to expect you so they can let you in.
- At least one committee member should introduce the presenters.
- Two people can work the registration table, and one person can talk to attendees & answer questions.

\*Note: Any money taken at the door should be kept with the corresponding registration form.

## **STEP 19**

### **TAKE THE SPEAKERS OUT TO LUNCH**

#### **After the Workshop is Over**

Ask the hosting library for ideas.

Get receipt and send to TLN for reimbursement.

## **STEP 20**

### **WRAP UP MEETING Within a Month after the Workshop**

Have a wrap-up Meeting to discuss what could be done differently and to do modifications on the “Step-by-Step Guide.”

Someone will need to keep the supplies & instructions to pass along to next year’s committee.  
DO NOT LOSE.

## **STEP 21**

### **DISCUSS THE WORKSHOP at the Next ASC Meeting**

Discuss how the workshop went & ideas from the evaluations.