

SO YOU HAVE AN IDEA—NOW WHAT?



FORM THE IDEA

- How does this project tie into the library's mission?
- What is the problem this project will solve?
- Does any other organization already meet this need?
- What population will this project serve?
- Is this project feasible?



MAKE IT GREAT

- Read articles
- Visit other libraries
- Listen to patrons
- Look around your community
- Finalize a proposal



RECRUIT ALLIES

- Get your supervisor on board
- Find other supports within the library
- Network with collaborators and resources in your community



GET THE GREEN LIGHTS

- What support departments are involved in your project?
- Do you need administrative approval?
- Do you need government approval?



BRING IT TO LIFE

- Reserve your spaces
- Contact/confirm with your presenters and partners
- Purchase necessary materials
- Seek donations
- Plan any supporting programs/promotion



LOCK IT DOWN AND SPREAD THE WORD

- Prepare your materials
- Reach out to community
- Educate staff about your project

PRO TIP #1

Record stats, stories,
and photographs.

PRO TIP #2

Be an exemplary
collaborator.

PRO TIP #3

Write up an
evaluation of your
project from
beginning to end.

NOTES

