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**