

Vetted Program Checklist for Libraries



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Prior to the Program:

- ☐ Contact the vetted performer to confirm a date and time. **You MUST Notify SELCO immediately if the date, time, or location of your program changes.**
- ☐ Complete the [Vetted Programs Application](#) and wait for approval (processed every Friday).
- ☐ After approval, coordinate program details with the performer (e.g., sound system, tables, indoor/outdoor, participant limits).
- ☐ Print [participant survey](#) in English and Spanish. Or prepare to conduct the survey verbally.
- ☐ Publicize your program!
 - ☐ Use SELCO's [Customizable Canva templates](#) or request customized versions from the Legacy Coordinator.
 - ☐ If creating your own materials, obtain pre-approval via email.

Day of the Program:

- ☐ A library staff person must be present at all times during the program.
- ☐ Take photos of participants and performers in action. Obtain photo releases for minors if sharing publicly. Crowd shots at public events do not require releases.
- ☐ Introduce the program using this statement: *"This program is made possible by the people of Minnesota through Minnesota's Arts and Cultural Heritage Library Legacy fund, in collaboration with our regional public library system, SELCO."*
- ☐ Encourage participants to complete the survey

Following the Program:

- ☐ Compile survey results for the Final Report.
- ☐ Complete the [Final Report form](#)
- ☐ Email 2–5 photos from the event, including any materials created (artwork, writing, letters, etc.) to cheins@selco.info:

Following Final Program of the Season:

- ☐ Email to cheins@selco.info:
 - ☐ One copy/scan of a letter sent to your State Senator, State Representative, and the Governor thanking them for the Legacy-funded programs held at your library. Focus on making it personal; thoughtful letters help secure ongoing Legacy funding.
 - ☐ Find [tips on writing your legislators here](#). To look up your legislators visit [this site](#).