Vetted Program Checklist for SELCO Libraries

BEFORE

- ☐ **Schedule Program**
  [Contact the performer] and confirm a date and time.
- ☐ **Submit Application**
  Submit the [Vetted Application] and wait for the official approval email.
- ☐ **Coordinate Details**
  Communicate with the performer to confirm relevant details/needs
  (e.g., sound system, furniture, participant limits, materials, water/electricity, parking, etc.)
- ☐ **Prepare Surveys**
  Print copies of the [Program Survey] or prepare to conduct the survey verbally.
- ☐ **Publicize**
  Promote your program! [Find promotional materials here.]

DURING

- ☐ **Supervise**
  A library staff person must be present at all times during the program.
- ☐ **Take Photos**
  Take 2-5 photos for your final report
- ☐ **Acknowledge Legacy Funding**
  Introduce the program using this statement:
  "This program is organized in collaboration with our regional public library system, SELCO, and funded by the people of Minnesota through the Arts and Cultural Heritage Fund, an appropriation of the Clean Water, Land, and Legacy Amendment."
- ☐ **Record Attendance Count**
- ☐ **Conduct Survey**
  Encourage participants to complete the print surveys or conduct a verbal survey.

AFTER

- ☐ **Compile Survey Results**
- ☐ **Complete the [Final Report Form]**
- ☐ **Submit Photos**
  Email 2-5 photos from the event to cheins@selco.info

After Your Final Program of the Year

- ☐ **Send "Thank You" Letters**
  Legacy Funding for public libraries is not guaranteed! Every two years the legislature reappropriates this funding. To show our appreciation, please send thank you letters to your State Senator, State Representative, and the Governor. [Look up your legislators here] and find [tips on writing legislators, a sample letter, and a template here]. Please be thoughtful and include specific anecdotes.
- ☐ **Email a Copy**
  Once your letters are sent, please email one copy to cheins@selco.info. You do not need to email copies of all three letters, just one copy overall.