

Planning Worksheet

Think about events you have attended. Which did you enjoy most? Least? Why?

Mission Statement (why you're doing this event):

Goals (big picture things):

- 1.
- 2.
- 3.

Objectives (specific, measurable, realistic):

Objectives for Goal 1:

- 1.
- 2.
- 3.

Objectives for Goal 2:

- 1.
- 2.
- 3.

Objectives for Goal 3:

- 1.
- 2.
- 3.

Format Ideas (Dinner? Golf outing? 5K?):

Theme Ideas (reflects identity/values of your library):