**PROGRAM PROPOSAL**

**Title of program:** Paper Valentine Mailbox

**Type:** In person Virtual Hybrid: \_\_\_\_\_\_\_\_\_\_\_\_

**Target age:** Birth/Preschool Children Tween Teen Adult
All Ages Families

**Registration:** Y N Registration Dates: Start: End: \_\_\_\_\_\_\_\_

*Note: Reminders are automatically sent when patrons are registered through the website calendar*

**Attendance:** Expected #: 10 Capacity: 10 Waitlist Capacity: 50

**Area of Focus: Cultural Connections Life & Career Skills Science & Environment**

**Program Type:** Arts/Crafts Author Book Club Educational Family Friendly Games/Anime
 Health/Fitness History/Genealogy Special Event Storytime SRP WRP
 Technology Workshop Class

**Yearly/Library System Initiative** (i.e. Library Card sign up, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff contact:**

 Name: Jahnna Reck

Email: eccstaff@andersonlibrary.org

 Phone number: 864-260-4500 ext.: 161

**Program Details:**

Date: February 2, 2022?

Time: 2:00 pm?

 Setup time needed: 30 minutes Teardown time needed: 30 minutes

**Where:** Electric City Creative

 Is this easily replicated at another location? Y/N

 Have you entered the event in the calendar as a draft to reserve the room? Y/N

**Who:** Staff or Guest

 Name of staff/guest leading: Jahnna

If involving other departments: Who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you confirmed with them? Y/N

**Event Timeline and/or Structure of Event**: Patrons will construct a paper mailbox for valentines using glue and the sewing machine. Optional glitter, ribbon, etc. can be added. The pattern is from Cricut Access.

**Materials Needed and Budget Estimate**: Pink and white cardstock, foam dots, glue, sewing thread

**Program Goal:** Learn about Cricut Access projects and how to sew paper on the sewing machine.

**Literary component:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Diversity component:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed description of program** (i.e. What should patrons expect coming to this program?): Patrons will construct a paper mailbox for valentines using glue and the sewing machine. Optional glitter, ribbon, etc. can be added. The pattern is from Cricut Access.

How does this program encourage being a lifelong library user?

How will you measure program success? Patrons return for future programs

**Is this a repeat program? Y/N**

If yes, how will you elevate the program to make it new and exciting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor approval**: Y/N Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

Approved? Start Program Planning Checklist.