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ABSTRACT

This document provides guidelines for workshop planning. The first section, "Getting Started," discusses identifying needs, choosing the workshop format, setting goals, and forming a planning committee. The second section, "Procedure for the Planning Committee," lists seven main tasks. The third section, "Duties of the Personnel," outlines the responsibilities of the Chair, Treasurer, Registrar, Local Arrangements committee, Exhibits committee, Publicity committee, and Program committee, as well as incidentals such as the moderator, attendance packets, program brochure, and small workshops. The fourth section, "Timetable," provides a 6-month approach. The appendix contains a sample workshop chart, floor plans, program schedule, registration form, and budget. (MES)

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# SIMPLE STEPS TO A SUCCESSFUL WORKSHOP

Dorothy G. Lewis

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The organization issues publications relating to this branch of librarianship, including *Church & Synagogue LIBRARIES*, a bimonthly publication containing news and informative articles for members and subscribers.

Membership in the nonprofit organization is open to all who are interested in church and synagogue libraries. Provision is made for membership in the names of an individual, church or synagogue, or institutions. There also are affiliated, contributing and honorary membership categories.

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# SIMPLE STEPS TO A SUCCESSFUL WORKSHOP

Dorothy G. Lewis

CSLA Guide No. 3

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## ABOUT THE AUTHOR

Dottie Lewis was born and raised in Martinsville, Virginia, a small industrial town in the southwestern part of the state. She graduated from Westhampton College of the University of Richmond with a major in history. After being a classroom teacher for several years and having two children, she returned to college to acquire library science hours to her degree and became a school librarian. When her husband retired from the Navy and set up a medical practice in Martinsville, she began her library career. She was in various schools for 25 years and has been involved with her church library for more than 30 years.

Having been involved with several professional organizations in her school career, Dottie began looking for an organization for churches. When she became interested in her congregation's library, she went to her public library to find help. That is how she discovered CSLA and immediately became a member, attending her first conference in 1990 in Baltimore. She has been active in the national CSLA organization since she was asked to become a representative to CNLIA for CSLA, and became a member of the national board for the first time. She has been vice-president, president, second vice-president, and currently serves as coordinator of archives.

Dottie has been active in the North Carolina Chapter. (Currently there is no chapter in Virginia.) She has been vice-president, president, program chair for the national conference in North Carolina in 1994, and is currently newsletter editor.



“CSLA has become such a vital part of my life that I really cannot imagine how I would have continued to grow in my work without it. Besides the valuable instruction, I have made life-long friendships that enrich my life.”

— DEGL

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## INTRODUCTION

In a novel I read a long time ago, there was a university professor who had been working on a book for many years. A student returned to the school to do research and the other professors prevailed upon her to get the dawdling professor to finish the book. At last the professor, with much encouragement as well as reluctance, released the manuscript to the student to take to the publisher. Even as the researcher student hastened away, the author was shouting out the window with additional corrections.

I have often felt while working on this guide as if I were both the professor and the student. There seems always more to be added, but there comes a time to quit. Recognizing that every eventuality cannot be covered, the time has come to say, "Here it is, a guide for you." If all your questions are not answered here, I hope it is rich enough of a guide for you to create solutions of your own.

I express my gratitude to Ruth Smith for her previous work on workshop planning. Generous use is made here of her Guide #3. Additionally, there were articles from the Special Library Association on workshops and workshop suggestions circulated by the North Carolina Chapter (NC-CSLA). I have relied heavily on my own experience as program chair of a national conference, my work with the national conference over the last 10 years, and my work with NC-CSLA on the many workshops we have organized over the years.

There may seem to be a good bit of repetition in this guide. The method intended in this is not just for emphasis, but also for each working group of a workshop to see its tasks delineated and grouped together for clarity. There is an overall aspect to a workshop that must also be delineated.

— DEGL

## GETTING STARTED

*“Out of our need...”* Hymn

Workshops take place to meet a need. The workshop format is so flexible that almost any learning scheme can be included in a program. Learning types include lecture-note taking, which trains and informs; problem-solving using panel discussion and/or brainstorming for exploring possibilities; hands-on teaching for specific skill instruction; panel discussions for sharing multiple viewpoints.

What is the goal for the workshop? Suppose your group needs to train volunteers for their tasks. You may be able to have one session lasting two to four hours, and go home. But if you have many ways for volunteers to work, you may need an all-day workshop with sessions that train for each task. Or you may have concurrent sessions for the various tasks, and choices will need to be made by the attendees. Volunteer tasks can be taught in any of the methods mentioned above.

Once the need is established, gather a group to oversee, drive, and cultivate the event. The first task of the committee is to elect a chair, if one is not appointed.

Committees are expected to run themselves and to “get the job done,” but there can be criteria additional to the stated purpose. The workshop meeting may need to be self-supporting, or it could be required that the workshop be in a given time frame.



# PROCEDURE FOR THE PLANNING COMMITTEE

**“Make me a servant...”** Hymn

Six working committees, each with a chair, plus an overall chair are basic to a workshop. Each group will have quite enough to do to justify that number. It is the aim of this guide to explain the tasks of each group in hopes that the work will not seem overwhelming. Workshops and conferences can run smoothly if everyone follows the plan, cooperates with each other, and — and this is vital — *meets deadlines!*

Advance planning is required for a successful meeting. A small committee can comfortably handle small workshops and simple programs with planning not-so-far in advance. The more leaders and attendees expected, the more advance planning is required. The success of the workshop demands beginning early and assembling enough committees and enough workers to accomplish the workshop goals.

The main tasks are listed below.

- I. The committee may have several people appointed to it, or have one person who assembles the working committee chairs.
- II. Elect a chair at the first meeting.
- III. Appoint subcommittees to begin work immediately: Treasurer, Registrar, Local Arrangements, Exhibits, Publicity, Program.
- IV. Additional subcommittees may be required depending on the program, or as time moves toward the official date. For example: a subcommittee of registration to put attendance packets together; hospitality as a separate group or as a subcommittee of local arrangements.
- V. Plan a tentative budget at the first meeting to finalize at the second meeting. (See Appendix, example 6.)
- VI. In addition to seed money from the sponsoring group, the committee may need to consider other sponsors interested in the workshop.

## DUTIES OF THE PERSONNEL

*“Give us the grace to labor...” Hymn*

**The Chair** of the workshop committee is responsible for coordinating the work of all the committee people and the subcommittees. This includes the planning of subject content. In some instances, the chair is chosen and is then responsible for gathering the rest of the committee. In other cases, the whole committee is appointed and then begins its work.

- I. At the first meeting, the working subcommittees are set up. The chair should make sure that the members choose the subcommittees for which they are best suited and/or are most interested.

The basic subcommittees are:

- A. **Treasurer** – responsible for all monies and approves all expenditures.
- B. **Registrar** – handles all attendees, registration forms, turns money over to treasurer.
- C. **Local Arrangements** – finds a facility for holding the workshop and deals with that entity concerning matters of space, parking, food, etc.
- D. **Exhibits** – recruits exhibitors and sees to all their needs.
- E. **Publicity** – “gets the word out,” absolutely essential to the success of the workshop.
- F. **Program** – recruits workshop leaders, sees to their requests, collects their biographies for the program bulletin, may create the program bulletin. All other subcommittees work with this one.

- II. A good deal of brainstorming goes on at the first meeting:
  - A. Give substance to the direction the group wishes the program to take: theme, topics to cover, types of workshops needed to teach the selected topics, etc.
  - B. Set up a beginning budget: registration charge, exhibitor charge, etc. (See Appendix, example 6.)
  - C. Agree on protocol for communications between chair and subcommittee and between subcommittees – **A MUST.**
  - D. Define each subcommittee’s duties – **A MUST.**

- E. It is likely that the first meeting will take such an investment of time that it may be best to meet over lunch. Serving, bringing, or catering lunch is a very good way to get the groups working together.
  
- III. All committees should be encouraged by the Chair to contribute ideas to all other committees at this meeting and future meetings. Communication between committee personnel makes for successful workshops.
  
- IV. Set a date for the second meeting at which the budget is finalized and each committee reports.

See how easy this is? The agenda for the first meeting is all ready written!

***“Money is a good servant...”*** *French proverb*

**The Treasurer** is responsible for all financial dealings of the workshop and approves all expenditures. It may or may not be necessary for this person to recruit additional members for the committee, but the larger the workshop, the more leaders, the more committee people needed. One chief responsibility is to see that strict adherence to the budget is maintained.

- I. Carry checkbook to all meetings in order to pay bills promptly.
  
- II. Require invoices for expenditures – **A MUST.**
  
- III. Keep strict accounting of all monies received and expended.
  
- IV. Make monthly reports.
  
- V. Prepare a final accounting after the workshop.

***“I wish the crowd to feel itself well treated...”*** Goethe

**The Registrar:** if the Treasurer is not also the Registrar (and this can be helpful in having as few people as possible handle money), then (s)he must be a member of this committee.

- I. This subcommittee chair will need to recruit others to spread the workload. This group handles all registration forms, answers registrants promptly, sees that attendees get their desired workshops, and promptly turns over fees to Treasurer. In very small workshop groups, this is not very complicated. The larger the attendance, the more work.
  - A. Decide what information is needed on registration form and create a simple form with ample space for writing in information. (See Appendix, example 4.)
  - B. Keep all registration forms until workshop is over.
  - C. Decide if the workers are expected to register/pay.
  - D. Work at registration desk on day of workshop – coordinate with local arrangements to make sure the desk is in a prominent place.
  - E. Create name tags for attendees.
  - F. Put together attendance packets/kits if not assigned elsewhere.
  - G. Workshop leaders and exhibitors need name tags and packets.
  - H. Work closely with publicity committee so forms go out in advance publicity notices and subsequent notices.
  - I. On day of workshop:
    1. Be prepared to make more name tags.
    2. Have cash box for any additional money.
    3. Have a policy in place for people who claim to have sent in money/check which you do not have – **this is most important.**
    4. Have a procedure for drop-in guests.
    5. Be prepared for the unexpected and **BE CHEERFUL ABOUT IT!**

***“Sensible people find nothing useless.”*** La Fontaine

**Local Arrangements:** it is always beneficial to have more than one person on a committee. However, for small workshops, local arrangements can be done by one person. Depending on the facility, it may take some negotiating to “hire the hall.” All groups wish to keep costs to a minimum.

- I. Decide what is needed (suggestions):
  - A. Assembly room large enough to accommodate all attendees.

- C. Meals – place to serve and the cost
  - D. Maintenance service and cost
  - E. Exhibit room size and ability to secure the room when unattended
  - F. Registration space
  - G. Snack area, if necessary and it usually is
  - H. Storage area for receiving materials from leaders and exhibitors – if the meeting facility has no such storage area, one must be found
  - I. Adequate rest rooms
  - J. Parking
  - K. SIGNS FOR EVERYTHING: distance legibility is a must. Sometimes the meeting facility takes care of signs, but make sure their lettering is visible from a distance
- II. Visit various facilities
- III. When this committee has complete information, it reaches a tentative agreement with the facility, which it returns to the workshop committee to accept or reject. Once an agreement is accepted by all parties, the budget can be set.
- IV. If this is an overnight workshop, additional decisions need to be made such as:
- A. Special hotel rates
  - B. Transportation to/from meeting facility
  - C. Additional information on registration form about hotel
  - D. Restaurants/shopping in vicinity
- V. After the workshops have been set up, leaders obtained, and most registrations have come in, the committee returns to the facility to decide on meeting room set up, equipment required, number of meals needed, sign placement, decorations needed, etc. (See Appendix example 2.)
- VI. Make charts for everything. (See Appendix, examples 1 and 2 with Program Committee; example 5 with Exhibits Committee; and example 7 with Registrar.)

## *Appropriate and to the point*

**Exhibits:** This committee recruits exhibitors that will enhance the program and have special interest in the theme of the program. It is responsible for gathering any materials to be sold, displayed, or given away; searches out and orders free materials pertinent to the program.

- I. Exhibitors should always be given as much consideration as possible for taking the time and trouble to come and display. Most exhibitors seem flexible and are used to “making do,” even so, they should be treated fairly.
  - A. Try never to crowd them in the assigned room and allow plenty of time in the program for attendees to browse and buy.
  - B. Keep in touch with those that plan to come and know what space they require.
  - C. Know what they may be sending ahead and have a safe place to store it.
- II. Once the number of exhibitors has been determined, a floor plan must be set up that allows for free movement for browsers. (See Appendix, example 5, with Local Arrangements Committee.) Work with Local Arrangements on this setup.
- III. Have comfortable seating for exhibitors and room for calculators and/or credit card machines. This is done in consultation with local arrangements.
- IV. Include all names, contact person, and addresses in the program booklet, in consultation with group making up the program brochure. Make sure Registrar has names of all exhibitors.
- V. Decisions must be made about providing meal(s) for exhibitors as this will affect the budget.

## ***“Shout it from the roof tops...”***

**Publicity:** The success of a workshop may very well depend on the proliferation of the publicity. This committee has its work cut out for it and needs creative, excited people to participate. A careful plan should be laid out and many approaches used for spreading the information.

- I. Plan: list what needs to be done, make a time line, set deadlines, and carefully consider correct media for each notice. This group needs to know the deadlines set by newspapers, newsletters, and journals it plans to use.

Example:

- Preliminary announcement      3-6 months ahead      Post cards, newsletter, both
- Program & registration form      2 month ahead      Newsletter, related journals, state newsletters
- Press releases with pictures      2-3 weeks      Newspapers
- (Optional)      2 months ahead      Local posters
- In all the above, put in biographies, program, and registration form as soon as available.

- II. If your organization has no mailing list, you may wish to develop one on a local, state, and national basis depending on the audience you wish to reach.
- III. Sending multiple notices, if you can afford it, is a good idea.
- IV. If not otherwise assigned this committee may create the program brochure.

## ***“Seek to captivate,...and...inform the mind”*** Carlyle

**Program:** This is what the whole thing is all about. The direction, tone, and theme for the program are determined by the entire workshop committee. Then each subcommittee goes about its job with this as their directive.

- I. This committee should have several members as it takes many minds to create an interesting, attractive program. Recruiting workshop leaders is the number one task. The committee takes suggestions wherever it gets them and is prompt to follow up any lead, as well as keeping an eye open for likely leaders from any place. The work begins at the very first meeting with a brainstorming session.

- II. Subcommittee members stay in close touch with each other and with the workshop chair. It is essential to know who has contacted whom, and who has agreed to teach, in order to avoid an overlap.
- III. Recruit leaders who will present the workshop in the format the committee has agreed would be most effective (panel discussion, hands-on, etc.). Most leaders are glad to receive suggestions and guidance as to what the workshop committee expects.
- IV. After all leaders have been recruited, the program schedule can be tentatively set up. Coordination with the other subcommittees becomes crucial at this point:
  - ▶ Local Arrangements — for number of rooms, type of set up required (panel discussion, lecture, hands on, etc). (See Appendix, examples 1 and 2.)
  - ▶ Publicity — for notices about leaders' qualifications, biographies, etc.
  - ▶ Exhibits — to identify materials leaders may wish exhibitors to have available
  - ▶ Registrar — a list of expected leaders and meals to be provided, etc.
  - ▶ Treasurer — needs to know what expenses may be incurred for leaders (meals, transportation, hotel accommodation)
- V. Set a tentative schedule and contact leaders to make sure each time slot is suitable. At this contact find out the supplies and equipment each needs (see Appendix, example 1.); what they may be sending ahead so it can be received and stored. Work with Local Arrangements Committee.
- VI. At some point biographies from each leader must be obtained for publicity and for the program booklet.
- VII. If a program booklet design has not been assigned elsewhere, the Program Committee may need to do this.
- VIII. May need to create an evaluation form for the attendance packet.
  - A. Feedback of how the workshop was received is always useful.
  - B. Be sure to ask for suggestions for future workshops as good ideas frequently surface on these forms.



- IX. It is vital to keep in frequent contact with workshop leaders as situations change. Make sure the leaders send the committee an outline of their workshop. Exchange telephone numbers, addresses, e-mail addresses, and fax numbers. In this age, communication is easy.

### *Incidentals*

- **Moderator** for the workshop: This can be decided at any meeting.
- **Attendance packets** are more or less expected and are a good way to keep materials picked up along the way. To begin with they should have a program booklet, any meal tickets needed, any freebies obtained by the exhibits people, and the evaluation form. Additional items could be blank paper, pencils, local attractions, brochures, etc.
- **Program brochure** will, of course, contain the schedule so people can get around during the meeting. It can be just a page for small workshops. In larger groups a schedule is necessary and with concurrent sessions, it is essential. A floor plan is necessary for meeting areas, especially multiple levels. Additionally you can include the biographies of the leaders; a word about the purpose of the workshop; how the workshop came about; names and addresses of attendees; names, addresses, and contact persons for exhibitors; brief summary of sponsoring group.
- **Small workshops** can be handled by very small groups, perhaps even one or two people. The six-month timetable can be abbreviated. Publicity can be set to accommodate smaller groups.

## TIMETABLE

***“Now is the accepted time.”*** II Corinthians

The following is a six-months approach to the timetable, which works well for workshops of more than one leader and 75 to 200 participants. Shrink it or expand it as needed. All subcommittees (working committees) meet as necessary throughout this schedule.

### Six months ahead:

Planning committee meets and brainstorms:

- Pick locations, dates (may have to offer choices to host facility).
- Appoint working committees: treasurer, registrar, local arrangements, exhibits, publicity, program (leader recruitment).
- Establish financing/tentative budget (see Appendix, example 6).
- Decide direction and limitations of program.
- Gather suggestions from committee for leaders; decide on the directions for leaders, types of workshops, etc.
- Work on plans for types of publicity (newsletters, newspapers, etc.).
- Make a list of possible exhibitors.

### Five months ahead:

Working committees and chairs meet led by the workshop committee chair for reports from the various subcommittees on their progress:

- Leaders recruited, now request biographies for publicity.
  - Date for meeting and what are the facility arrangements.
- Money matters.
- Decide on first publicity announcements to be issued this month.
  - Exhibitors recruited.
  - Set budget.
  - In many cases, leaders and exhibitors are not able to commit six months out and may require second contacts.

#### **Four months ahead:**

Working committee chairs meet, led by workshop chair.

- Reports of progress.
- Consider what follow up procedures are necessary for leaders, exhibitors, facility, etc.

#### **Three months ahead:**

Subcommittees continue to meet; meet together as necessary

- Begin work on program leaflets, booklets, keep in touch with exhibitors, etc.

#### **Two months ahead:**

- Working committees meet together led by workshop chair.
- Working committees meet independently as often as necessary.
- Issue program leaflet/registration form.
- Recheck local arrangements.
- Set due date for leaders to indicate special needs for workshop (audio visuals, etc.).
- Finalize exhibitors needs.

#### **One month ahead:**

- Working committees meet together led by workshop chair.
- Nail down any loose ends.
- Decide contents of registration packets.

#### **One week ahead:**

- Deadline for registration (if needed).
- Put together workshop packets.

**Evening before:**

- Set up exhibits, displays, and decorations (if at all possible).
- Organize registration desk.
- Set up signs.

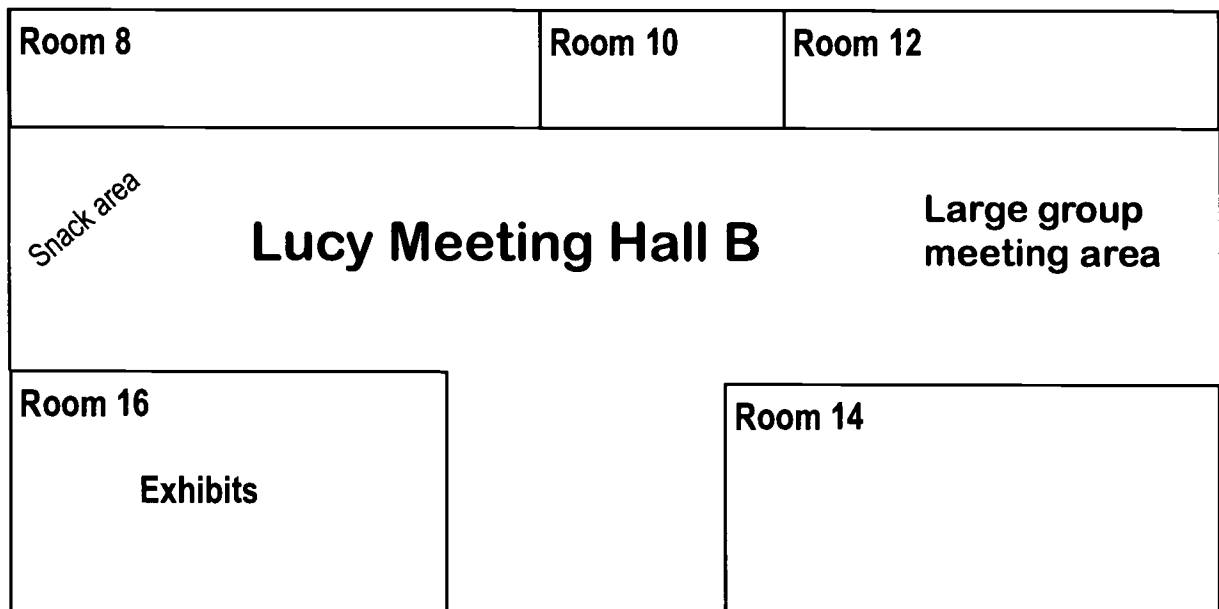
**Day of workshop:**

- Arrive early.
- Register workers first.
- Be prepared for the unexpected; be flexible; be cheerful.

## APPENDIX

<b>Example #1</b>		<b>Workshop Chart</b>	
Session 1 9:45 AM	Session 2 11:15 AM	Session 3 1:15 PM	
<b>A : Problem Solving For Med-Size Museums.</b> Sondra Turner—leader  Room 10: podium with chairs in a circle	<b>A: Mending Artifacts For Display</b> Alan Best—leader  Room 8: 6' tables for every 4 participants	<b>A: Volunteer Training—Creating Dioramas</b> Alan Best—leader  Room 12: 6' tables for every 3 participants	
<b>B: Problem Solving For Small Museums</b> Lena Rush—leader  Room 12: tables in a circle	<b>B: Volunteer Training—Guiding Tours</b> Allison Marbelle—Leader  Room 14: video setup	<b>B: Publicity: Getting The Word Out</b> Lawrence Brown—leader  Room 10: podium, slides, screen	
<b>C: Problem Solving For Large Museums</b> Robert Carter—leader  Room 8: tables in a circle	<b>C: New Approaches To Cataloging Artifacts</b> John Andrews—leader  Room 10: slides & screen	<b>C: Fundraising</b> Sondra Turner—leader  Room 14: video setup	

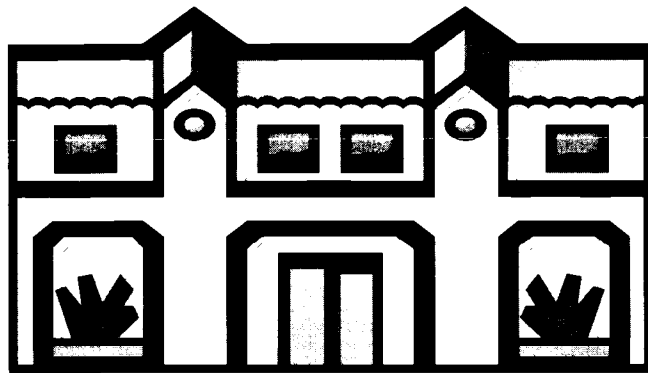
### Example #2                      Floor Plan



Example #3

Program Schedule

*Welcome to  
Lucy Meeting Hall  
Museum Spring  
Workshop*



AM		
9:00	Registration	Coffee and refreshments
9:30	Opening meeting	Lucy Hall B
9:45	Session I workshops	
	Problem-solving Small—room 12	
	Problem-solving Mid-size—room 10	
	Problem-solving Large — room 8	
10:45	Break, visit exhibits	
11:15	Session II workshops	
	Mending artifacts—room 8	
	Volunteer training-guided tours—room 14	
	Cataloging artifacts—room 10	
PM		
12:15	Break, lunch, exhibits	
1:30	Session III workshops	
	Volunteer training in dioramas— room 12	
	Publicity — room 10	
	Fundraising—room 14	
2:30	Closing session	Lucy Hall B
	Review and evaluation	
	Exhibits open until 3:30.	

### Example #4

### Registration Form

**Lucy Meeting Hall § Saturday workshop § 9 AM-3 PM 24 April 2002**  
**1212 Main Street Abbottsville, TN [808] 643-8808**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Organization: \_\_\_\_\_ Your position: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

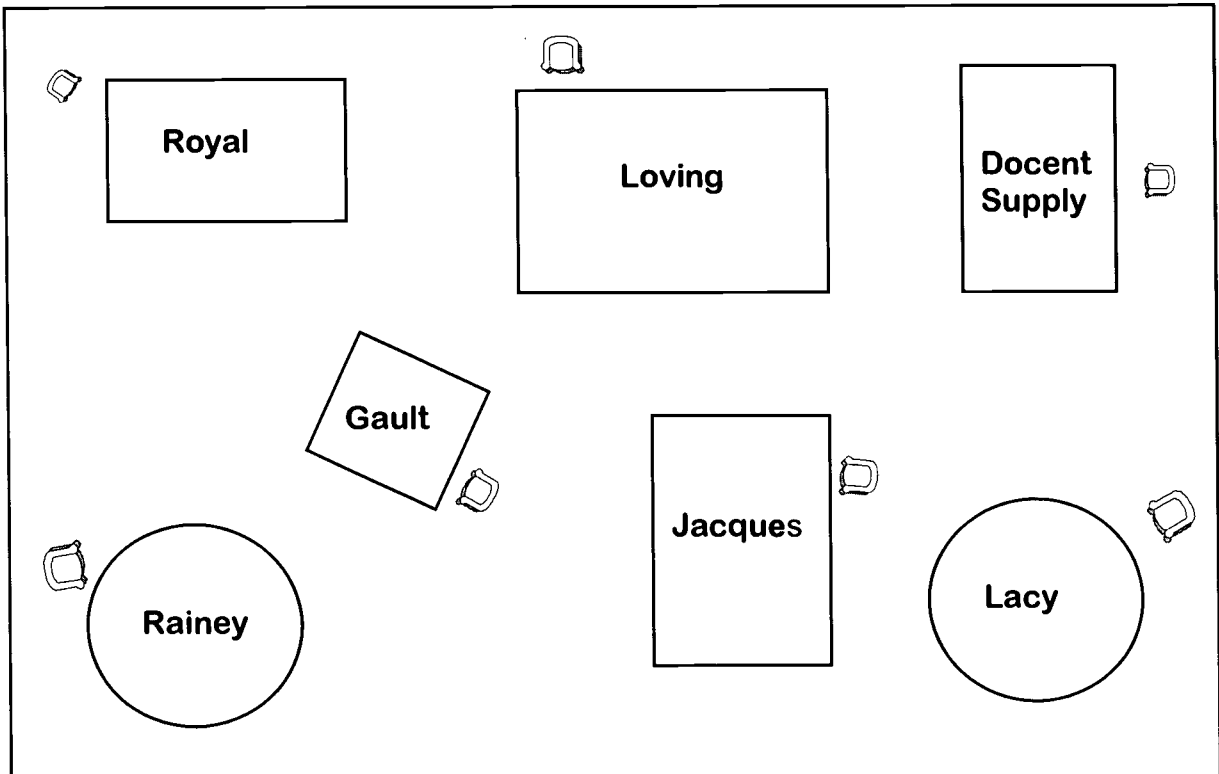
Workshop choices      Session I: \_\_\_\_\_ / \_\_\_\_\_  
                                 Session II: \_\_\_\_\_ / \_\_\_\_\_      Please indicate  
                                 Session III: \_\_\_\_\_ / \_\_\_\_\_      second choices.

Please make checks to Lucy Support Group and mail to:  
Lorene Henderson, 1212 Main Street, Suite 4B, Abbottsville TN

\$25 [includes lunch]

### Example #5

### Floor plan for exhibits



### Example #6

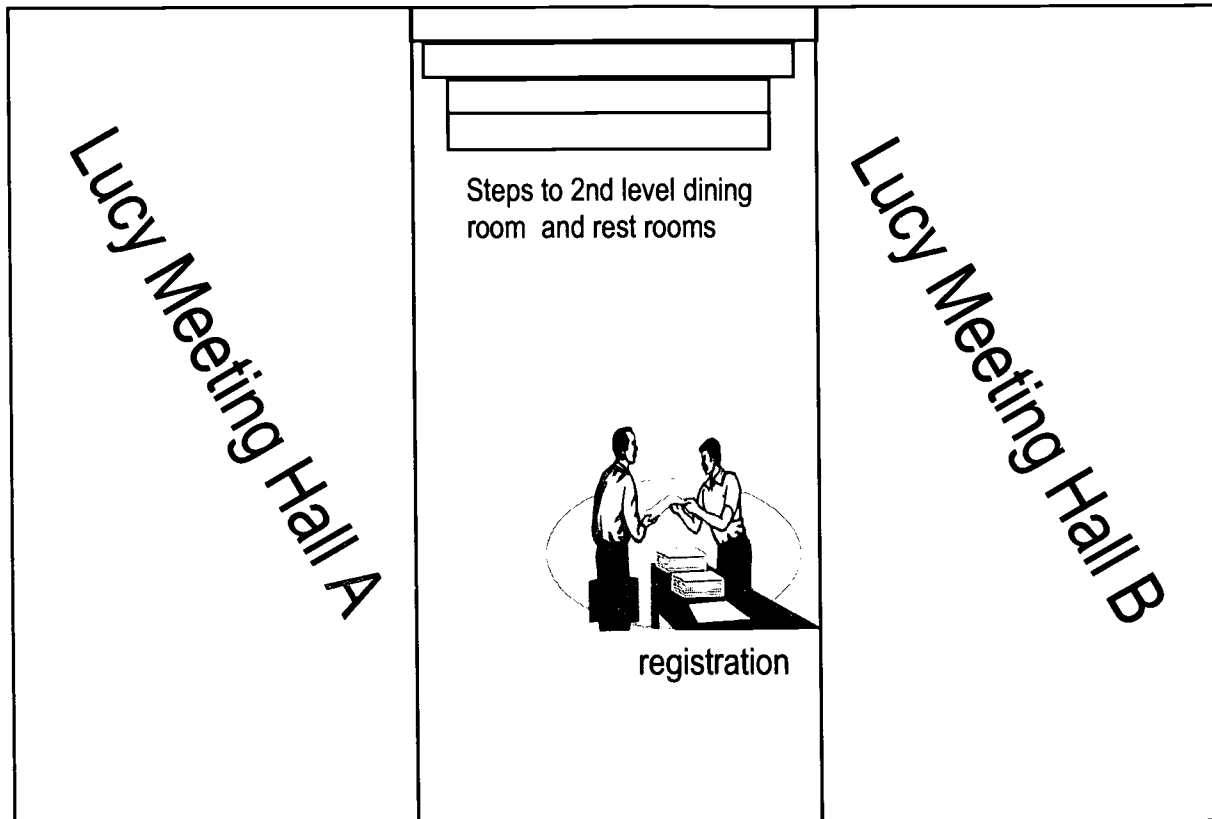
### Budget

<b>EXPENSES</b>	<b>\$\$ Amt.</b>	<b>Totals</b>	<b>INCOME</b>	<b>\$\$ Amt.</b>	<b>Totals</b>
<b>Facilities/equipment</b>			<b>Registration fees</b>		
facility			<b>Other sources</b>		
maintenance fee			meals if not included		
equipment rental			exhibitor fees		
	<b>Total</b>		misc. sales		
<b>Leaders</b>			contributions		
honorarium/gift				<b>Total</b>	
transportation					
hotel and/or meals				<b>INCOME TOTAL</b>	
	<b>Total</b>				
<b>Catering</b>					
meals for ( X ) people					
snacks					
flowers/decorations					
	<b>Total</b>				
<b>Printing/mailing</b>					
*publicity copy					
*registration forms					
*meal tickets					
*program schedule					
* name tags					
*signs					
mailing copy, forms, etc.					
misc. (telephone)					
	<b>Total</b>				
<b>Misc. expenses</b>					
*easily done on computer	<b>total</b>				
	<b>TOTAL EXPENSES</b>				



**Example #7**

**Building Floor Plan**



Main entrance

# Church and Synagogue Library Association Publications

## Guides

- No. 1 **Setting Up a Library: How to Begin or Begin Again**, by Ruth S. Smith. 2nd Rev. ed. 1994. How to establish a functional, effective congregational library. 14 p.
- No. 2 **Promotion Planning Year 'Round**, by Claudia Hannaford and Ruth S. Smith. 3rd Rev. ed. 1996. Through the year with posters and displays promoting the religious library. 68 p. illus.
- No. 3 **Simple Steps to a Successful Workshop**, by Dorothy G. Lewis. 2003. How to organize a successful workshop meeting without getting overwhelmed. 20 p.
- No. 5 **Cataloging Made Easy**, by Ruth S. Smith. Rev. ed. 1999. How to organize your congregation's library and procedures for preparing materials for circulation. 32 p. illus. index.
- No. 6 **Standards for Church and Synagogue Libraries: Guidelines for Measuring Effectiveness and Progress**. 2nd Rev. ed. 1993. Goals for the congregational library. 24 p.
- No. 7 **Classifying Church or Synagogue Library Materials**, by Dorothy B. Kersten. 2nd Rev. ed. 1990. The most useful Dewey numbers for congregational libraries and how to assign them. 20 p.
- No. 8 **Subject Headings for Church and Synagogue Libraries**, by Dorothy B. Kersten. 2nd Rev. ed. 1990. The most useful subject headings for congregational libraries and how to choose them. 48 p.
- No. 9 **A Policy and Procedure Manual for Church and Synagogue Libraries: A Do-It-Yourself Guide**. 2nd Rev. ed. 1998. How to set up a manual of policies and procedures for your library. 16 p.
- No. 10 **Archives in the Church or Synagogue Library**, by Evelyn R. Ling. 2nd Rev. ed. 1996. How to establish and make use of archives in your congregation. 24 p.
- No. 11 **Planning Bulletin Boards for Church and Synagogue Libraries**, by Janelle A. Paris. 1984. A to Z on how to prepare bulletin boards and use them effectively for library promotion. 48 p. illus.
- No. 12 **Getting the Books Off the Shelves: Making the Most of Your Congregation's Library**, by Ruth S. Smith. 3rd Rev. ed. 2003. A wealth of ideas covering all phases of promotion for a congregational library.
- No. 14 **Recruiting and Training Volunteers for Church and Synagogue Libraries**, by Lorraine E. Burson. 2nd Rev. ed. 1999. A step by step guide to the various aspects of recruiting and training volunteers. 32 p. illus. charts. Bibliography.
- No. 15 **Providing Reference Service in Church and Synagogue Libraries**, by Jennifer Pritchett. 1987. An explanation of the importance of reference service, and how to provide it, and recommended reference books for congregational libraries. Includes books through 2000. 60 p. Bibliography.
- No. 16 **The Bible in Church and Synagogue Libraries**, by William H. Gentz. 1989. Summarizes the various editions of the Bible now in print, gives guidance about what the Bible is meant to be and how it fits into the library's program of education and guidance. 26 p. *Out of print; copies still available.*
- No. 17 **Nonbook Media to Go: Incorporating Audio and Video Recordings and CD-ROMs into the Congregational Library**, by Joyce Burner. 1997. Covers all non-book media in the library from purchase to check out. 16 p. Now includes an addendum concerning DVDs.
- No. 18 **Disaster Management in the Church and Synagogue Library**, by Nadia J. Martin. Covers both natural and unnatural disasters. 2000. 14 p.
- Thirty Years of Service to Congregational Libraries 1967-1997**. Factual information on the history of CSLA. Includes institutional memberships, awards given by CSLA, and geographic and membership statistics. 28 p.

## Bibliographies

- Church and Synagogue Library Resources**, by Dorothy Rodda. 5th Rev. ed. 1992. An annotated subject list of publications and materials available to aid the congregational librarian. 24 p.
- A Basic Book List for Church Libraries**, by Bernard E. Deitrick. 6th Rev. ed. 2002. A core collection for church libraries chosen and annotated by CSLA's former book review editor.
- Helping Children Through Books: A Selected Booklist**, by Patricia Pearl. 4th Rev. ed. 2001. A graded (pre-school through junior high), annotated, subject listing of children's books useful in facing problems and establishing values.
- Classic Religious Books for Children**, by Carol Campbell. 2001. A annotated subject listing of children's books, ages infant-6th grade, dealing with religion or having a strong overt religious theme.
- Books For Teens, Stressing the Higher Values**, by Edith S. Tyson. 1993. Contemporary literature suggestions for people grades 7-12; includes several author sketches. Also, an annotated book list of biblical, fantasy and science fiction, historical, short story and non-fiction selections. 30 p.



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