



*Friends of the Wethersfield Library, Inc.
515 Silas Deane Highway
Wethersfield, CT 06109*

PROGRAM STANDARD OPERATING PROCEDURE
(SOP)

1. Event and Description

2. Date(s) and Time(s)

3. Program Supervisor

4. Location

5. Supplies/Equipment

6. Publicity

7. Catering

8. Program Schedule

9. Estimated Cost

10. Approvals

11. Breakdown

2/25/13

DETAIL

1. Title/ purpose
2. Date/time
3. Name, Tel. #, e-mail address
4. Name, Tel. # of contact person
5. Rental/borrowed/Friends/Library. Name, Tel. # of contact person
6. Deadline dates/library/newspaper/radio/TV/posters/flyers/on-line/bookmarks/lawn signs/mailings/e-mails/other
7. Company/deadline/menu/contact name and tel.#/delivery time
8. Sample - 10:00-12:00 lecture, 12:00-1:00 lunch, 1:00-3:00 film
9. Costs - rental/food/individuals/other
10. Library/Friends/Board of Directors/Town/other
11. Date/time/number of volunteers needed/returns/other

CRITIQUE:

Date: _____