*WLS Trustee Institute, Katonah Village Library, April 3, 2014*

**Creating Signature Events**

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Planning Worksheet

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| 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): | | |