



Documentation produced by Laura Damon-Moore and Kylee Stoor, June 2017.

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Relevant Links

- Library Takeover articles on the Library as Incubator Project site:
<http://www.libraryasincubatorproject.org/?tag=library-takeover>
- Library Takeover page on the Madison Public Library website:
<http://www.madisonpubliclibrary.org/library-takeover>
- Library Takeover FAQ on the Madison Public Library website:
<http://www.madisonpubliclibrary.org/library-takeover/faq>

Library Takeover Detailed Timeline

Internal document, revised over summer 2016

Library Takeover @ Madison Public Library

Description: Library Takeover is an event-planning workshop series for adults in Madison. Library Takeover Producers participate as teams of 4-6 in a 5-month series of workshops on how to plan, market, and host community events, resulting in three large-scale events at Madison Public Library locations. Examples of possible events include but are certainly not limited to, a poetry slam; a breakdancing competition; a cooking competition; a rock concert; a fashion show. Funding for the program is made possible by a grant from the Madison Public Library Foundation.

The timeframe for Library Takeover is October 2016-March 2017. Workshops are 2 hours long in the evenings; dinner is served during that timeframe. Workshops will likely be held at the Central Library but final locations are TBA.

Teams apply through an online form to participate in Library Takeover, and should indicate what type of event they are interested in planning and hosting. Each team is guided through the planning process by a library staff member and a mentor with event planning expertise. Workshops on topics like marketing, budgeting, production skills and evaluation are taught by local experts.

Individuals may apply to participate in Library Takeover; they will be placed on a team if they are not already part of one.

Audience: The primary audience for Library Takeover are the adult learners who participate as Library Takeover Producers. They will learn the skills needed to plan and host large-scale community events around themes and topics that tap into personal passions and interests.

The secondary audience for Library Takeover is, of course, the Madison community members who attend the Takeover Days.

Purpose: To provide community members with the space, knowledge, and funds to plan and host community events, to encourage community ownership of library spaces and resources, and for the library to learn from the Library Takeover Producers what kinds of events they (and their networks) are excited about hosting and attending.

Breakdown of Roles:

- Library Takeover Producers (Producers): Community members who participate in LT as the core team of learners and planners. In groups of 3-5, Producers learn the basics of event planning, from getting started with an idea to budgeting, marketing, and producing an event. Producers are responsible for keeping to an agreed-upon timeline, and making

sure that all tasks are completed in a timely manner. Producers should be ready to dive in and have fun! Producers will have \$3000 to spend on their event.

- Library Takeover Mentors (Mentors): Community members with event planning experience, either professionally or with extensive amateur experience (such as on a festival committee, or with a performance venue). There will be one mentor per team. Mentors serve as guides throughout the process, overseeing the event planning project and helping the team they work with to set goals, timelines, and deadlines. Mentors may pose questions to help teams flesh out their ideas, and can give feedback, but should not *lead* the teams or manage the process every step of the way. Mentors are paid a \$800 stipend for their work with Library Takeover.
- Library Takeover Presenters (Presenters): Presenters are community members with in-depth knowledge of some or multiple aspects of event planning, such as budgeting or marketing and communications. Presenters will present hour-long sessions on their assigned topic, and create a checklist to accompany the items that they cover in their session to help keep the teams of producers on track. Presenters are paid \$150 per session they present.
- Library Takeover Library Producers (Library Producers): Three Madison Public Library staff that are assigned to the Library Takeover teams. Library Producers serve as team members to help their team make sure that their event adheres to library policies and to help answer questions about library event logistics.

Library Takeover Detailed Timeline

June

- ~~Equity Analysis of application process and event/workshop locations (mid June)~~
- ~~Revised budget, application, and timeline sent to MS & SL for review (June 25)~~
- Send revised application and related info to Equity Analysis team
- Producer application and rubric completed
- Mentors confirmed (late June)
- Presenters confirmed (late June)
- Contact community organizers to ask for support in promoting application
-

July

- Finalize marketing language & send to Tana/Mark Gannon for flier design
- Finalize budget (including presenters - work time or not? Food - talk to Tom K)
- Library Takeover logo designed
- Library Takeover webpage published
- Generate event worksheet/checklist for teams to work through during sessions and work days (mid July)
- Meet with Mentors to go over program and answer questions (mid July)
- Informational email w/calendar out to Presenters (mid July)
- Producer recruitment/general program promotion (late July)



August

- Producer team application goes live (Aug 1)
- Continue Producer recruitment/promotion

September

- Registration for Producer participation closes (Sept 6)
- Meet with top 3 teams to go over expectations, etc
- Notify all applicants of application status
- Finalize childcare & food plans for sessions

Session Calendar:

1. October 18: Introduction to Library Takeover/Getting Started

Presenter: Laura Damon-Moore & Kylee Stoor

- a. What are your expectations?
- b. Getting to know each other / experience or interests
- c. Program framework
- d. Goal setting: What are we aiming for? Why are we doing this? Outcome/legacy
- e. Parameters: library guidelines and rules
- f. Exploring library locations
- g. Create Event Master Plan

2. October 25: Getting Started (cont'd)/Decisions and Building Your Toolkit

Presenter: Conor Moran

- a. How do we budget? (worksheet)
- b. How do we market?
- c. How do we produce an event?
- d. Basics of event production/what do we need for the event - checklist
- e. Team member roles and responsibilities
- f. Creating a brief: examples
- g. Work time
- h. To-do list for next session

3. November 1: Production Toolkit

Presenter: Hedi Rudd

- a. Logistics: meetings, communication, etc.
- b. Risk Assessment
- c. Tech requirements
- d. Sourcing equipment/props
- e. Front of house
- f. On the day set up and clearing the space (Setup/Takedown)
- g. Food/beverages - caterers
- h. Scheduling
- i. Roles and responsibilities during event

- j. Problem solving and decision making during event
 - k. Working as a team during event
 - l. Facilitation and ownership during event
 - m. Work time
 - n. To-do list for next session
- 4. November 8: Financial Toolkit**
Presenter: Francesca Rodriguez
- a. Money and other resources
 - b. How do you engage with money?
 - c. Budget template: key headings
 - d. Budget in action: receipts, actual spend/income vs. expend, contingency
 - e. Responsible for budget?
 - f. Reconciling
 - g. Work time
 - h. To-do list for next session
- 5. November 15: Communications Toolkit (room 302)**
Presenter: Megan Morrow
- a. Ways of communicating--how do we communicate? What works for you?
 - b. Who do we communicate with? Who is our audience?
 - c. How can we communicate?
 - d. Print
 - e. Press
 - f. Social media
 - g. Word of mouth/direct engagement
 - h. Branding--creating an identity
 - i. Writing a brief for participants
 - j. Writing copy
 - k. Writing a press release
 - l. Direct mail
 - m. Creating a social media campaign
- 6. November 22: Evaluation Toolkit**
Presenter: Tana Elias
- a. What is evaluation, and why?
 - b. How do you get audience feedback?
 - c. Event data/statistics
 - d. Library staff feedback
 - e. Self-evaluation
 - f. Documentation--filming, photos, etc.
 - g. Revisit your goals
 - h. SWOT analysis

Optional 7th session/Program completion celebration?

7. Date TBD (schedule for after all events are done, or individual meetings with each team): Creating a template for successful practice and planning a legacy

Presenter: Laura Damon-Moore & Kylee Stoor

- a. Feedback on event - what worked and what didn't?
- b. Revisit benchmarking questionnaire
- c. Evaluate program and how things have changed
- d. Plan for the future

Recommendations Following Racial Equity Analysis

Compiled after racial equity analysis meeting, given to staff to review (changes to program were made based on this feedback)

Racial Equity Recommendations: Library Takeover



Madison Public Library, June 2016

Recommendations: Structure

Explicitly state that organizations are not eligible, just individuals and non-affiliated teams.

Revisit pay structure for producers/mentors - consider flipping the framework so that producers are paid for their work.

Look into opportunities for academic credit for producers.

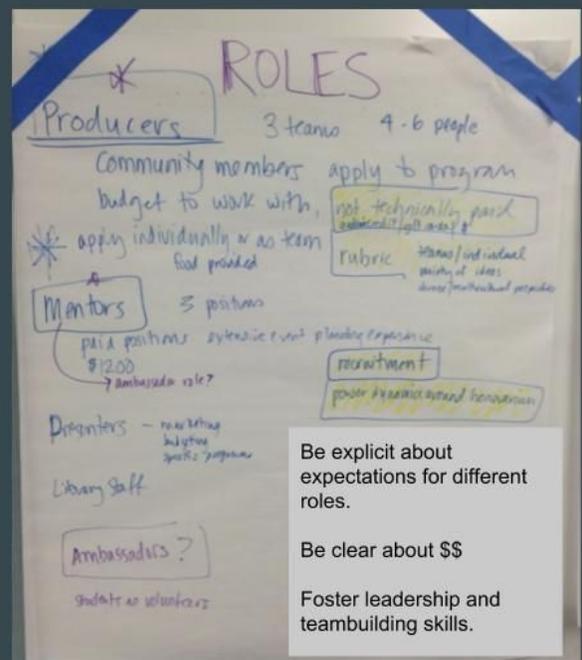
Think about time commitment and the true cost of participating.

Childcare is important and availability should be stated.

Enlist community ambassadors - could be part of mentor role, if mentors are chosen in part for their connections to communities.

Empower librarians to engage their networks (e.g. Odyssey program, NRTs).

UW students could be sought as volunteers.



Recommendations: Application Process

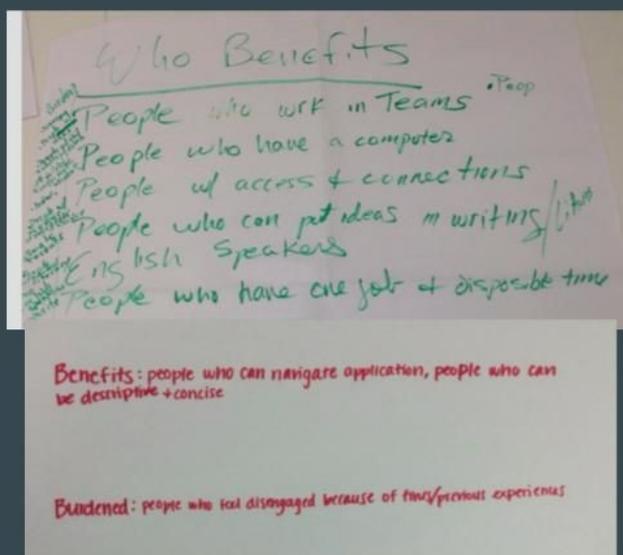
Don't phrase questions as though experience is assumed (e.g. *Describe your experience with event planning*).

Go through application and keep only what is essential.

Emphasis on providing statements in 3-5 sentences places value on ability to be concise.

Limit fields that are required for application completion.

Application should be designed for ease of applicant, not for ease of evaluator.



Recommendations: Application Process cont.

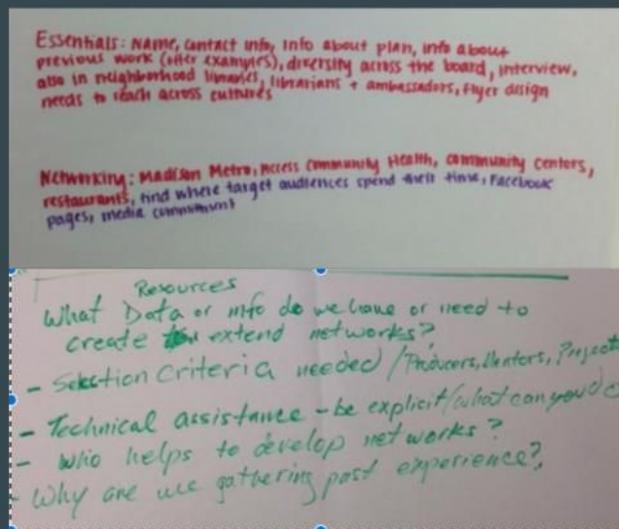
Explicitly state what the library is looking for (e.g. Madison Public Library is interested in non-traditional programming and values diversity/wide range of perspectives).

Include an interview process with a representative panel.

Determine what questions are best asked in online/print application and which are best asked in an interview.

Support both online and print applications.

Develop clear selection criteria for producers, mentors and projects.



Recommendations: General Considerations

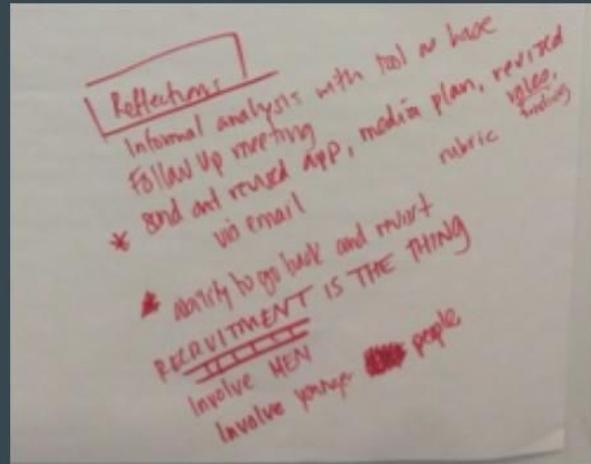
Plan follow-up to equity analysis, perhaps by sending out revised application, media plan and revised roles/program structure. Consider sharing this info as a video, not a written email.

Recruitment is essential.

Involve new library users, young adults.

Flexibility of Library Takeover program is a strength.

Words matter. Let people describe themselves, rather than seeking “multicultural” or “diverse” programs.



Next Steps

- Document conversation
- Analyze and apply recommendations
- Report back and possibly reconvene
- Build networks
- Build racial equity analysis into Library Takeover training so that producers/mentors can utilize racial equity analysis in developing events



Library Takeover Application Rubric

Point system:
1 = Not at all
2 = Somewhat
3 = Very much so

Is the team complete (at least 3 people)?	1	2	3
Is the event idea doable for \$2500?	1	2	3
Can members of the team attend the planning sessions?	1	2	3
Is the event something that will appeal to an audience representative of Madison's demographic diversity?	1	2	3
Will the event help to build a sense of community among participants?	1	2	3
Are the producers new to library events?	1	2	3
Will this event help the library to connect to a new audience, expand on traditional library services, or present an opportunity for partnerships?	1	2	3

Comments:

Text of Submitted Event Ideas

What kind of event is your team interested in hosting at the library?	Describe any ideas you have about the kind of event you would like to host, should you be selected to participate.	Have you participated in or attended events at the library in the past?
Convening of writers/poets and Literature groups to convene and fertilize more collaborations	As the 2016-2018 City of Madison Poet Laureate, and the first Latino serving in that capacity I have had an interest in bringing our writing community together. A key part of my platform as Poet Laureate is to bring "writing to the community and community to writing" and a central part of that objective was to convene a gathering of writers, poets and literary organizations to explore common interests and foster collaboration. Being in Madison for the past 22 years, I have had an opportunity to work with all the previous Poet Laureates on projects such as anthologies, reading and recorded performances. I have also worked with numerous writing groups such as Mind's Eye Radio, Arts + Literature Laboratory (ALL), Wisconsin Fellowship of Poetry, Poetry Out Loud and Madison Museum of Contemporary Arts (MMOCA), First Wave (OMAI) Wisconsin Book Festival and Verse Wisconsin. I have developed the connections and credibility, along with my collaborators who have writing, community based and web-based skills and interests. The end results will be increased collaborations, more audiences at readings and events and creating a renewed energy within the writing community of Madison.	Yes
Performance (play, concert, show, poetry slam)	Our event would reflect the concerns of Homelessness in Madison, Wi.	Yes
Social event (dance, community picnic or meal)	We would like to host a kid friendly potluck with live music and few speakers. We would like these event to mirror some of what Black Girls Are Magic of Madison is already doing by creating a space to celebrate and honor the lives and leadership of Black women and girls.	Yes

Class or workshop	<p>6 Week "Sugar Free Me" Workshop on the Health Risks of Added Sugar</p> <p>Have you heard all the hype about Sugar? Do you eat or drink more than 1 thing per day that comes in a box, package, can or jar? Suffer from headaches? Sleepless nights? Aches and pains? Lack of energy? Moody? Have inflammation? Diabetes? Cancer? Memory loss? Heart disease? IBS or constipation? Food cravings? Eat until food or beyond? The list goes on and on. If you can answer yes to one of more you are most likely addicted to Sugar and we can HELP!! Workshop includes pre / post knowledge exams, meal planning, recipes, newsletters, support group and 15 Day Detox Program (with whole foods - no products or equipment needed to purchase or participate)</p> <p>Program is "all" age group friendly</p>	Yes
Presentation or lecture	Community wellness/ Mental Health Awareness	Yes
Class or workshop	A happiness workshop/presentation depending on the time allotted. In the workshop participants will learn about the science behind happiness, the advantages to living a happy life (some of these will surprise them), quick and easy habits and tools to incorporate into your everyday life, as well as long-term strategies for well-being. We will also discuss how to manage, redefine and reframe stress.	No
Social event (dance, community picnic or meal)	I would like to do a picnic in the community called "Bridging the Gap Between Cultures" to control the violence and bring awareness and to supply the needs of residents who live there, and also bringing resources and jobs connection to help build and empower communities	Yes
Performance (play, concert, show, poetry slam)	I have coordinated a few intimate concerts in non-traditional venues in Madison and think the library would be a fantastic spot for one of them!	Yes

<p>Middle School Girls Leadership Group for Girls of Hope</p>	<p>We would like to begin working with Middle School Girls who are often considered to be at risk. We would like to work with the girls ongoing throughout high school. This would give us a great start. The first meeting would be to explore with the girls and their parents what they would like to see our focus be. We would then use their input around the curriculum for the program. Our curriculum currently consists of Self Esteem, College Readiness, Problem Solving Skills, Leadership Development, networking , building their brand, how to leverage social media, resume building. It would also include a mentoring component as many of the youths do not have this. There would also be a travel component as many of the youths have not had the ability to travel outside of their own community (this would be perhaps down the road). This money will help us launch this leadership development course. I would also like to offer a raffle drawing for the girls participation in providing their input. This program could meet at the various libraries to help give the girls an opportunity to connect with youths who are not in their neighborhoods and an opportunity to utilize each of the libraries as a resource. This would give us a great opportunity. We would bring in keynote speakers around each of the topic areas. We would also partner with local businesses to make this happen. This would be the official launch of the Girls Leadership Academy.</p>	<p>Yes</p>
<p>Social event (dance, community picnic or meal)</p>	<p>Meal/talent show/Learn and play event. We have a lot of families in our community that would enjoy a nice event to attend in the community. Majority of the families are low income families and not able to afford to take their family out to have a night of fun filled activities.</p>	<p>Yes</p>
<p>Woman Support Group/Meal/Community Picnic for Homeless</p>	<p>To allow the homeless woman in the community support, hope and ways to maintain there mental health, with warmth ,love and encouragement ,a warm meal and he support of them to assist with picnic.I can show them hoe to continue to move forward in the crisis and provide extra info to them from one woman who has been there once upon a time.</p>	<p>Yes</p>

Class or workshop	<p>A gathering of parents and children to discuss life after high school, preferably college. Set in a "speed dating" arrangements, so that by the end of the sessions, each family has met with a variety of people and leave the venue with more "hands on" experience because they are not being lectured to.</p> <p>Discussion with parents who have helped their children get into college by providing the resources to increase their ACT/SAT scores, application preparedness, scholarships, employment, etc. Parents that would be willing to share this knowledge with others.</p> <p>We have all helped our children in this area and/or want to know how to help our children more in this area. If we are thinking it I am sure others are doing the same. So let's bring the village together and solve it together.</p>	Yes
Class or workshop	<p>I would like to host a financial workshops that covers Credit, Budgeting and the Auto Buying Process to empower the community. The idea is to have the community making great financial decisions to enhance their everyday lives. I believe if you know better, you could do better.</p>	No
Workshops + Open Mic	<p>This event would be called "Windows and Mirrors: Partner Art" and would be designed to bring people together through and in the creation of literary, visual, and performing art. Sometimes a person's story affirms our own experience and serves as a mirror; sometimes a person's story gives of a glimpse of another world and serves as a window. Both of these processes are important. Our team would take over the library by running workshops at stations throughout the library, each focusing on different forms of the visual, the literary, and the performing arts. Each station would ask participants to partner up with someone new, thus linking to the theme of "Windows and Mirrors" by providing workshops focusing on art as a communal effort. The event would culminate in a sharing of art created by way of a gallery walk and an open mic.</p>	Yes

Class or workshop	<p>We would like to host a food fair to promote growing, cooking and eating locally sourced food. Entry to the fair is a favorite recipe to be compiled into a PDF that is shared with all registrants (community cookbook). The fair would include booths on simple food preservation techniques with demonstrations and samples, community garden information booth, library book displays on related subjects and information on signing up for library cards, cooking demonstrations (multi-cultural foods and feeding a family on a budget), meal hacks, and WIC, Second Harvest, CSA low-income program, and CO-OP discount program resource tables. Our goal with this event is to make delicious local foods more accessible to the community.</p>	Yes
Performance (play, concert, show, poetry slam)	Teaching music theory and instrumental performance to children ages 7 and up.	No
Performance (play, concert, show, poetry slam)	<p>We would like to produce theatre that provides a creative outlet for community members in a non-professional setting. This outlet will provide the means to express art socially relevant to the Madison community. The theatre produced will draw directly from issues found in the community. As the Madison Public Library is a hub for community activity, we intend to use it as a forum where community members can share their ideas.</p>	Yes

<p>Social event (dance, community picnic or meal)</p>	<p>A theme community party. The theme could be OLD SKOOL. Take it back in the day to break dancing on cardboard, making giant dance circles and battling moves in the middle, playing classic hip hop from 70s 80s and 90s.</p> <p>Studio 54 dance party. Disco music, lights, retro attire!! Ideally a dunk tank full of glitter and confetti would be involved.</p> <p>A Magical Kingdom theme party. Beautiful lights, bubbles and fog machines, fairyland theme decor, photo booth, a night of romance and fun.</p> <p>1960's summer camp! play music from the 60s. Everyone dresses like they are going to summer camp. Build a giant tent that would serve as a dance floor. Have all sorts of camp themed games (three legged race, potato sack race, etc.).</p> <p>I honestly have a million ideas!! Every year I plan a birthday/end of summer themed party. I live for event planning. I want to win this so bad!!! I would like to learn how to turn my passion for community events and party planning into a career.</p> <p>Please consider me for this fabulous opportunity!</p>	<p>Yes</p>
<p>Class or workshop</p>	<p>We would like to present a participatory workshop that encourages diverse people to tell their stories and become acquainted (and maybe even friends!) My idea is to have two sessions, 45-60 minutes each, but it could be one. I think the first one should be for adults but later, maybe teens or elementary school.</p> <p>I have led many committee meetings, small classes, and discussion groups; coached individuals in music, and coached storytelling classes.</p>	<p>Yes</p>
<p>Presentation or lecture</p>	<p>Basic Financial Literacy: The importance of understanding compounding interest paid on debt or received on investments. What difference does it make if you are paying taxes now on your investments or if they are tax-deferred or tax-advantaged (paying no taxes!). Cost of waiting 'pay yourself first'....</p>	<p>No</p>

<p>Community building workshop culminating in a dance party</p>	<p>We want to hold an event that is for and by underrepresented identities in Madison's current night life scenes - queer, trans, people with disabilities, people of color, people with addictions, and other marginalized identities. Each person in our group comes from multiple of these identities. We want to hold an interactive workshop that expands the definition of accessibility and results in a community-building party that is a safe(r) space and as accessible as possible. Additionally we would like to document the process into a guide so that others may benefit from this work.</p>	<p>Yes</p>
<p>Social event (dance, community picnic or meal)</p>	<p>TARGET AUDIENCE: Madison community (general and African) EVENT OVERVIEW: We want everyone who walks in to enjoy the atmosphere, interact with different members of the community, our featured African-owned businesses, and Madison Public Library staff. The atmosphere will be provided by live music (drumming), dance, and food. We will promote attendee interaction with an activity loosely based on the family board game "10 Days in Africa." This activity will encourage organic interaction amongst attendees and it will also encourage them to interact with library and business tables. Themed prizes will be awarded to winners throughout the event. OUTCOME FROM ATTENDANCE BY GENERAL COMMUNITY: Exposure to West African drumming, dance, food, and local African businesses. We hope people will walk away with increased awareness of the African presence and participation in Madison's community and economy. OUTCOME FROM ATTENDANCE BY SUB-SAHARAN COMMUNITY: Opportunity for local African businesses to gain exposure through participating (via goods or services and providing an active role in the event's interactive game). This event will bring the African community into the library so they can sign up for library cards and leave with a thorough understanding of Madison Public Library programming and services (via booths providing an interactive role in the event's game).</p>	<p>Yes</p>

<p>Art Exhibition/ Movie Premier/Show/Book Signing</p>	<p>The kind of event we will like to host will be a full scale art exhibition of "The Book of Emotions". All 13 painting would be canvas gallery wrapped plus the book signing of "The Book of Emotions". Also a full scale movie premier of the next short film from "The Book of Emotions" "Guilty vs. Innocence" and meet the cast members from East High School and the community. Plus a Live performance from a local artist here in Madison.</p>	<p>Yes</p>
<p>Performance (play, concert, show, poetry slam)</p>	<p>We'd like to partner with local actors, the Madison Improv community, the Wisconsin Film festival and other theater/film/comedy experts to host a live staged reading of a film script. The chosen script could be a popular mainstream film (Example Top Gun, The Breakfast Club, other cult classics) or could also be fun with a Wisconsin-based film (perhaps tying into screenings for next year's WI Film Festival. The event would likely require a few rehearsals ahead of time, but, overall, the reading would be as raw/cold as possible to give it more of an improv feel. Depending on the chosen film, it would also be great to have live musicians playing the soundtrack/score from the film and other related performance elements.</p>	<p>No</p>
<p>Presentation or lecture</p>	<p>Postpartum Depression Chronicles</p>	<p>Yes</p>

<p>The event is titled "Celebrating Contributions of Indian American Immigrants in Greater Madison and will include all of the above items.</p>	<p>The Indian American Immigrants have lived in the Madison Area for more than 50 years. We are multi-racial, multi-religious (Hindu, Muslim, Christian, Sikh and Buddhist) and multi-lingual immigrants. We have enhanced cultural diversity and provided positive immigrant experience to the Madison community. We would like to make use of this opportunity offered by the Madison Public Library and its Foundation to experience the sights, sounds and taste of India by presenting to the public who we are, what we do and how we impact the community at large in education, medical, cultural, business and civic responsibilities. We propose to have a week long display of posters describing our community and a final one day all day celebration. We are interested in having this event at the Main Library.</p> <p>--We will have several posters displayed at various locations in the library describing our community's contributions with pictures of present and past residents in the community.</p> <p>--On the final day, we propose to have all day fun activities for children such as henna painting, drawing kolam and dressing up in Indian costumes in the lower level (children's section) of the library.</p> <p>--On the final day, we propose to have the Indian American authors (not academics) from Madison area set up a display of their books in the main level of the library and be available to talk to the public.</p> <p>--On the final day, we will have demonstrations and workshops on meditation, yoga, henna painting, palm reading and astrology using the conference rooms.</p> <p>--On the final day evening, on the upper level, we will have classical dance and music presented by the students of local artists who collaborate with Madison Symphony Orchestra and Kanopy Dance group.</p> <p>--On the final day evening, we will have a presentation and a panel discussion on a topic pertaining to Indian Americans as it relates to the general public.</p> <p>--There cannot be an Indian American event without food. We will work with local Indian restaurants to provide samples of finger food.</p>	<p>Yes</p>
<p>70% Presentation 30% Lecture</p>	<p>See Attached Skill building for 'Pursuit of Happiness' E U D A I M O N I A T A K E O V E R</p>	<p>No</p>
<p>Class or workshop</p>	<p>Expressing yourself through thoughtful writing and</p>	<p>Yes</p>



	Gratitude/ And the Community benefits	
Resource Fair	Madison is very resource rich, particularly in classes, camps, lessons, and other areas of education for young children. There is a divide in who has knowledge and access to these activities. We'd like to host a "resource" fair where we would contact the various programming outlets throughout the city, gauge their interest in: making their program participants more diverse and promoting their ability to offer scholarships and/or sliding fee scales. We would market the resource fair to neighborhood centers, churches, and schools to attract African American and Latino families to attend. The goal is to enroll children of color into these programs and assist in eliminating barriers for families of color.	Yes
Social event (dance, community picnic or meal)	An "expo" with exhibitors and a workshop on how to plan a family reunion, then actually host a family reunion at the library.	No
My event would include a little bit of each area.	I would like to work with low income teens ages 13-18 year olds. Teaching them about history through educational games. Helping them discover their voice through community leaders and volunteers. Teaching them skill sets through exploration of different crafts: poetry, art and cooking. Once a month they will host a social event to present what they've learned.	Yes
Currently our introduction is limited to 10 minutes max., followed by questions.	We would like to host a philosophy dialogue group called "Socrates cafe" (not a cafe). We want to widen the public's interest in philosophy, i.e., love of wisdom; or, the systematic challenging of all assumptions.	Yes

<p>See description.</p>	<p>My idea is a two-parter, speaking to: 1) the integrity of the socio-political liberty that Madison and like-valued communities so prize, and 2) a species of new sociocultural fruit that so organically and splendidly flowers from such freedom. So cutting to the chase, while speaking rudimentarily at this stages, let me begin with the fruit before completing the idea through a thesis concerning liberty.</p> <p>1. The Fruit: Simply said, the concept is a response to the old stickler of how to get children, K-12, to become incurably enthused, lifelong readers. Too often, of course, children grow reflexively averse to reading by being forced, without earlier nurture of the pleasure of reading, into reading literature not of thier choosing or mood, typically a painful process inflicting a deep, enduring distaste for books.</p> <p>So to remedy that proclivity, the notion here is to foster an early love of literature by subjecting young people routinely -- by their choice, at a venue where youth regularly assemble outside of school, say a YMCA or a Boys and Girls Club--to good age-appropriate stories read radiantly by a stream of of-age bibliophiles hailing from homemakers, doctors, lawyers, reporters - pick your ilk of professional. Do this through a regimen that's flexible, convenient, efficient and secure for those participants, and volunteer readers will flow in abundance.</p> <p>In this way then, through early, routine, ongoing exposure - complemented with engaging, reading-related activities such as theater - to quality stories read radiantly by readers, children will invariably and deeply soak in the glow, budding vibrantly into incorrigible bibliophiles in the process.</p> <p>2. Sociopolitical Liberty: Of course, such foliage must grow in a milieu of freedom for any such effort to take root and sprout, let alone possibly prosper. In this regard--speaking, again, in rudimentary terms in this first-phase proposal--I'd like to present a thesis positing circumstantially that the US Bill of Rights appears, primarily through the antiterror campaign of the Bush/Cher if not entirely, i is incredibly cc</p> 	<p>Yes</p>
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	<p>winnowed from chaff into an exacting, digestible, four-part postulate that, if legitimate, would plainly be meaningful for communities like Madison that hold freedom dear.</p> <p>Should such a "Takeover" presentation prove doable, my aim, beyond linking it fundamentally with cultivation of fruit, would be to partner with select community members to conduct a type of town hall discussion to probe and parse the apparent development.</p>	
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MADISON
PUBLIC
LIBRARY

<p>Social event (dance, community picnic or meal)</p>	<p>Launch party - I recently along with my twin brother Richard finished editing/writing and proofread a true life book that we wrote on the subject of "abuse." The book we wrote is written in 5 points of view from a families perspective. It is the first book written on the subject of abuse in this format albeit all of the research that we have done to find out if other books written on true life stories of abuse have been written in multiple perspectives and we could find no others. I feel that we could be game changers on this sometimes controversial subject. When I say "game changers" I am referring to other people whom want to come out of the closet and write stories about there own true life traumatic experiences of abuse in multiple perspectives. Abuse impacts many people when it occurs (even people whom are in the vicious circle of abuse have an indirect contact with the abuser) such as grandparents, neighbors, clergymen, school officials. These people may know the abuse is occurring but in many cases are helpful to do anything constructive about it.</p> <p>It is a vicious circle, abuse, and it has the power to influence and affect so many people in such a broad spectrum. Most people this of abuse in a one-person perspective but the book we wrote blows the lid off of that. I want to educate, inspire, and open people's minds on the horrific ways that traumatic childhood abuse can affect not just one but many people for life sometimes. To educate people that our stories of abuse can also have a silver lining to help prevent the onslaught of abuse that still occurs in our society but that which is still hidden., kept in denial and behind closed doors and not talked about because of fear and retaliation. Help me to make a commitment to not only the Madison community but communities across the United States that the vicious cycle of abuse can stop and that people can come out of the dark and no loner afraid or remain a victim. Together with your help we can save so many lives from the remnants that abuse creates. Let's stop domestic violence and abuse and save our children. Thank you.</p>	<p>Yes</p>
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Performance (play, concert, show, poetry slam)	I was diagnosed with a mental illness 8 years ago. I created a film about my life called "Don't Judge Me." For this opportunity I am in hopes of doing a play to my movie. Doing this like this gives me strength and hope to push forward to live my life in joy. I believe this would be good for my community because it would bring the community together. Also it will bring awareness that through we face these issues such as a mental illness we are just like you. I would like to bridge the gap with the community and to who face a mental illness. If I was granted this opportunity it would mean so much to me. It would be a dream come true. The library has always been a place of peace. The workers are great. I believe my story could touch all hearts and bring us together as a community!	Yes
Children Writing Books, telling their stories	This program's goal is to encourage children to write using proper grammar and vocabulary. Expressing their inner feeling through writing the good, the bad, and the greatest of times. Telling their stories as they see life. Drawing pictures to mimic the words of the character or subject spoken of. Hopefully they will be motivated to enhance their skills by continue learning the basics and advancement needed to go to press, which is our long-term goal.	Yes
Class or workshop	Curly Hair Care and Styles I will teach participants how to braid, twist, and loc hair. I will also provide hair care tips for promoting healthy hair. This workshop will be fun, creative, and offer lifelong skills.	No
Presentation or lecture	Presentation / community dinner - social event	Yes
Competition or battle (hip-hop, breakdance, cooking, fashion)	Entrepreneur Bootcamp @ Meadowridge Library 1. Workshops for adults and kids on how to develop an idea into a business 2. Shark Tank and Fish Tank competitions 3. Organizations provide information on their resources (i.e., small business accelerators, etc) *possibly incorporate empty storefront at Meadowood Shopping Centre	Yes

Event Toolkit

*Distributed to teams during fall bootcamp as an optional guide in preparing for their event.
Updated 10/13/2016*

Consider the 3P's (courtesy of Rob Dz):

- Purpose: What is the statement you are trying to make
- Product: What is the thing/event that is going to highlight your purpose
- Presentation: How are you going to get people to come and embrace your product created through your purpose

1) Develop strategies for success

- Ask yourself, how does the event help you fulfill your mission
- Gather event planning committee and select a coordinator
- Define scope of event
- Identify event objectives
- Identify target audience
- Target collaborative/partnership opportunities
- Get support from staff/community members
- Talk to others who have had similar events for tips, success and strategies
- Determine how long you need to plan the event\
- Determine what success would be and how you will evaluate it

2) Make a checklist including a timetable

- A checklist with a timetable helps one to keep track of all the activities involved with planning an event (attached).

3) Create a budget

- Identify revenue opportunities, if any (donations, concessions, ticket sales, sponsorships)
- Determine expenses (printing, permits, speakers, foods, supplies, security, room rental, equipment)
- Seek funding opportunities, including current budget, donors, grants

4) Plan logistics

- Many event planning activities will be going on at the same time, but it's good to think through the whole process in advance. Some major areas to consider:
- Set date(s) in partnership with your library contact
- Identify group size requirements
- Choose location of event (this will be limited by what is available at your library location)
- Identify set-up needs
- Decide on catering
- Decide on and assign clean-up responsibility
- Make emergency plans in the event of a major unexpected event (power outage, weather, illness)
- Locate parking

5) Plan publicity

The first purpose of publicity is to publicize event. Brainstorm ways to get the word out (press release, PSA's, newspaper, banners, newsletters, website, email, social media).

Choose your secondary purposes of promotion. Are you trying to:

- Inform, educate, or entertain?
- Increase awareness or attendance?
- Build a base of support?
- Facilitate community relations?
- Build cooperation between organizations with joint program planning?

6) Evaluate

- Choose an evaluation form or method
- Tabulate evaluation forms or other sources of information
- What worked and what did not?
- What items were missing on your checklist?
- Was the event worth doing?
- Who attended, and did you attract a new audience?
- Did the program meet your goals?

7) Wrap up

- Write thank you notes
- Write up event
- Publish follow-up of event with photos on website, newspaper, newsletter, annual report

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