Program Guide For Archives
By: Victoria Patrick
Target Audience: Community

#1 Program Title: Mini DEF CON at the Wonderland Archives

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

"Anything that can be hacked will be hacked, so trust no one."

This program will be a mini-conference based on DEF CON that is one of the world's largest and most notable hacker conventions, held annually in Las Vegas, Nevada. Computer security professionals, journalists, lawyers, federal government employees, security researchers, students, and hackers with a general interest in software, computer architecture, hardware modification, conference badges, and anything else that can be "hacked" are among the many attendees at DEF CON today. I would have the Cyber Crime Unit to discuss the various crimes related to the internet and computers. Next, I would have a panel discussing copyright laws and privacy with a lawyer specializing in cyber law. I would have a competition for various age groups to determine how quickly and correctly could someone enter archive information into Encoded Archival Description (EAD), an XML standard for encoding archival finding aids. Simple cybersecurity hacks for the avenge person, such as strong passwords and precautions that can be taken while online. I would also have guest speakers from the National Archives to discuss computational archival science. This would be a three-day event, Friday would be the movie showings of hacker movies such as The Mummy (1999), Blackhat, National Treasure (2004), Snowden, The Imitation Game, or The Social Network. The movie will be chosen at random Friday night and popcorn and drinks will be provided.

AUDIENCE: [HIGHLIGHT ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [HIGHLIGHT/LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Computer science
-Coding
-Hacking
-Cyber Security
-Cyberlaw

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$1,103.95

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This would take at least 6 months to plan due to the scheduling with the various people and organizations. I would have to coordinate with the Cyber Crime Unit of Louisiana that is based in Baton Rouge. I would coordinate with lawyers that specialize in cyber law for one of the panels. I would need to reach out to Dr. Eirini Goudarouli, Jason Clingerman, along with local cybersecurity companies. I would have to secure the outdoor movie screen, pre-approve possible movie choices for the event, get popcorn, and badges printed for attendees. I would need to order any extra supplies for the computer and video game preservation workshops. I would limit the workshops to 12-14 people to be divided into three groups.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will design posters/flyers to distribute in the community at schools, businesses, and organizations. The flyer will be used on social media, once all panels and activities are confirmed, two months before the event we will begin advertising weekly then a month before every 4 days the week of the event every day.

When: Fall time on a Friday and Saturday

Where: The library branch

What: Mini DEF CON

Who: the community

Why: to bring awareness to the internet capabilities, cybersecurity, internet/cyber laws, and locks

Wonderland DEF CON will feature panels, demos, workshps, and competitions for attendees.

WONDERLAND ARCHIVES

NOVEMBER 12-14, 2021

FREE ADMISSION

Budget Details
[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]
Price: $69.99 x 2= $139.98
1 Pack Blue Stainless Steel Fun Practical Home Tools Pliers Set
Price: $17.90 x 24= $429.60

Paragon Contempo Pop 8 Ounce Popcorn Machine for Professional Concessionaires Requiring Commercial Quality High Output Popcorn Equipment
Price: <mark>$534.37</mark>
Purchase Location: Amazon

[Number of staff/volunteers needed and their duties. Pre-activity do not include day of steps.]

All staff is required to wear their neon green and black staff shirt for this event so that patrons can find a staff member quickly.

One to two people from the Cyber Crime Unit

One to two people with a cybersecurity background

One to two people from National Archives for Developers to discuss GitHub
    -I would ask Jason Clingerman, Digital Public Access Branch Chief for the National Archives Office of Innovation. (https://github.com/clingerman)

Dr. Eirini Goudarouli, with the National Archives discussing Computational archival science: automating the archive

At least one lawyer that specializes in cyberlaw and privacy.

6 people to run 3 workshops on preserving computer and video games. These workshops will simultaneously be in the workroom area.

Competition to correctly enter information into EAD program first, different age division.

In house graphic design artist for marketing

Two library staff to set up movie screen and popcorn

Two library staff for registration

Two staff per event/panel

Archive Director- makes opening and closing remarks

Program Execution

[How to or step-by-step day-of/during activity.]

Friday

4:00 pm- Movie, popcorn setup, and registration setup

5:00 pm- Registration

5:00 pm- 1st movie starts followed by the second movie

Saturday

8:00 am- Registration, panels, and activity setup

9:00 am- Cyber Crime Unit panel
10:00 am- Cyber Security
11:00 am- Copyright law and Privacy in Archives
12:00 pm- 2:00 pm- Preserving the Game workshop
2:00 pm – Networking with Others

Sunday
10:00 am- Jason Clingerman, Digital Public Access Branch Chief for the National Archives Office of Innovation
12:00 pm- 2:00 pm- Preserving the Game workshop
2:00 pm- Dr. Eirini Goudarouli, with the National Archives discussing Computational archival science: automating the archive

Attachments & References
Include attachments (marketing, pictures, etc.) and references/resources used.

A new frontier: Preserving computer and video games at the U-M Library

https://news.umich.edu/a-new-frontier-preserving-computer-and-video-games-at-the-u-m-library/

The Internet Archive is now preserving Flash games and animations

https://www.theverge.com/2020/11/19/21578616/internet-archive-preservation-flash-animations-games-adobe

Dr Eirini Goudarouli

https://blog.nationalarchives.gov.uk/author/dreirinigoudarouli/

 Establishing a Research Agenda for Computational Archival Science through Interdisciplinary Collaborations between Archivists and Technologists

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Ffiles.archivists.org%2Fannual-meeting%2F2020%2Fresearch-forum%2FInterdisciplinary_Computational.pdf&clen=1998807&chunk=true

 [75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

The archive would host a community outdoor movie night throughout the year. This event would allow families to have a free movie night out and promote family time. This event when provide a fun, space environment for kids and teens to entertain them that is free. I would have this event monthly for families that would be free and happen on Fridays. Movies will begin at dusk/dark, this will vary through the year.

January-Throwback (Back to the Future)

February- The Princess Bride (1987)

March- Agora (2009)

April- Big Data: Unlocking Success (2015)

May- Indiana Jones and the Last Crusade (1989)

June- The Mummy (1999)

July- The Monuments Men (2014)

August- National Treasure (2004)

September- Back to School [Monsters University (2013)]

October- Halloween [Ghostbusters (1984)]

November- WarGames (1983)

December- The Age of Adaline (2015)

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors

-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
- Film
- Educational
- Outdoors
- Popcorn

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$673.57

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This is a popular activity for communities, schools, libraries, businesses to put on for the public. Many libraries have movie licensing agreements with vendors such as Swak. I would estimate 200 people for this event. I will have to ensure ordering the movie screen, projector, popcorn, butter, salt, popcorn bags, and gloves for staff handling popcorn.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will be advertising the outdoor movie event mainly through social media platforms. A poster will be designed for the movie that is chosen for the event. I would try and get someone that has already seen the movie to give a hyped statement for Facebook, and Instagram stories.

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

OZIS 25Ft Inflatable Outdoor Projector Movie Screen - Blow up Mega Movie Projector Screen with 450W Blower Include - Supports Front and Rear Projection - Easy to Set Up
Price: $379.00

GXX G1 Projector for Outdoor Movies, 5G WiFi Projector 9000 LUX FHD Native 1080P Support 4K Home Theater Synchronize Smartphone Screens, Portable Projector Compatible with Phone HDMI TV Stick
Price: $139.99

Orville Redenbacher's Gourmet Popcorn Kernels, Original Yellow, 8 Lb
Price: $10.98 x 3 = $32.94

Buttery Flavor Popcorn Topping (Gallon w/Pump)
Price: $28.95 x 3 = $86.85
1Lb 10oz Morton Popcorn Salt For Green Salad, Corn on the Cob, French Fries, Nuts
Price: $8.80
1 oz. Popcorn Bag, Burst Design, 1000 per Case
Price: $25.99

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

All staff is required to wear their neon yellow staff shirt for this event so that patrons can find a staff member quickly.

4 archive staff members for movie screen and project setup, technical assists through the movie showing

2 archive staff members for popcorn setup (popcorn machine, tables, making the popcorn)

4 archive staff members to hand out popcorn and continue to make popcorn

4 archive staff members to help patrons find a place to sit and ensure somewhat quiet for the audience.

1 archive staff member to announce the start of the movie and ground rules of not touching the movie screen, getting popcorn, being quiet, and getting help from library staff

Program Execution

[How to or step-by-step day-of/during activity.]

Note: the times will change during the year, the movie will start once it is dark.

Summer, Friday

6:00 pm- Setup tables for popcorn supplies, ensure trash cans are accessible, setup movie screen, and projectors

6:30 pm- Begin Popcorn

7:00 pm- People can begin to arrive for the movie

8:00 pm- The movie will begin

After the movie- Break down and clean up popcorn supplies, movie screen, projector, and trash.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

WONDERLAND ARCHIVE

Outdoor
MOVIE NIGHT

FIRST FRIDAY OF EVERY MONTH · AT DARK
WONDERLAND ARCHIVE
THE FIELD TO THE RIGHT OF THE BUILDING

FREE TO THE PUBLIC
POPCORN AND FUN FOR EVERYONE!

STAFF WILL HAVE NEON YELLOW SHIRTS
DURING THE MOVIE

CONTACT WONDERLAND ARCHIVE FOR MORE
INFORMATION AT (555)555-5555 OR
WONDERLANDINFO@WA.ORG

#3 Program Title: Waterslide Kickball Tournament

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

A classic summer water activity is slipping and sliding. People of all ages enjoy the feeling of flying across their lawn at breakneck speed. Kickball is a popular outdoor game enjoyed by both teens and adults. It creates teamwork, agility, speed, and coordination in players. More significantly, you can have a good time while still competing. Kickball is a fantastic sport and slip and slides are a lot of fun. But why not make both of them more interesting?

Pools, tarps, water, and soap should all be included. Kickball is now a little more challenging, but it's also a lot more fun

A special game of waterslide kickball will include the Wonderland Archive staff going up against Grimm Library. The winner gets bragging rights and trophies.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Physical Activity

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$327.92

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

I would think it would take a few months to plan this event. I would want to try and have it on a Saturday at the local park as it would have a bigger place to play kickball and set up the slip and slides. I have played this game before when I was younger at a summer camp and had a blast. There are various ways one could setup up slip and slide kickball with the type of tarp/lining, to the type of kiddie pools used to the type of kickball used to play the game. I would love to add bubbles to the slides to get the game an added bonus of fun. I would limit have the stipulation that each team that signed up has to have 8 members. After all, teams are signed up, I would see if two separate kickball fields would need to be set up to accommodate the number of players. Wonderland archive will play against Grimm Library. I would love to have the winners of the kickball game take on the Archive staff. All players must sign a Liability Waiver form before playing.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

When: A Saturday in June at 10 am
Where: Kiroli Park
What: Slip n Slide Kickball
Who: community members
Why: Because it's fun.

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

Plastic Poly Sheeting Multiple Widths X 100 Feet, True 8 Mil, Transparent/Clear/White, Incredibly Durable, Top Quality Plastic Sheeting (5' x 100') Price: $64.99 x 4= $259.96

KINGLAKE 30 Pcs 4.3 inch Sturdy Plastic Stakes Anchors Rustproof for Holding Down Landscape Fabric Lawn Edging, Tents, Game Nets and Rain Tarps Black Price: $8.99

2 Packs 45" X 10" Inflatable Kiddie Pools, Blue Swimming Pool for Kids Summer Fun, Indoor&Outdoor Water Pool Baby Pool Pit Ball Pool for Ages 3+ Price: $19.99 x 2= $39.98

EVERICH TOY Playground Balls 10 Inch Dodgeball-Kickball for Kids and Adults-Outdoor Ball Games for Kids with Pump(Set of 4) Price: $18.99

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

I would have all supplies for the event at the park the day before and map out where the kickball field will be and test water sources to ensure water pressure and the length of the water hoses provided by the park. The library staff and I would arrive at the park at 9 to set up and begin registration at 9:30, all library staff help with getting signed Liability Waiver forms for all players. We would set up the kiddie pools, slip and slides with water and dawn dish soap to make it slippery, and test with sliding ourselves. I would to major coordination of the event while having a library staff member being a referee for the games, a staff for water throughout the day. A staff member to manage the water for the slip and slide and kiddie pools, a staff member to add dawn dish soap to continuously make it slippery, and a staff member to help with injuries.
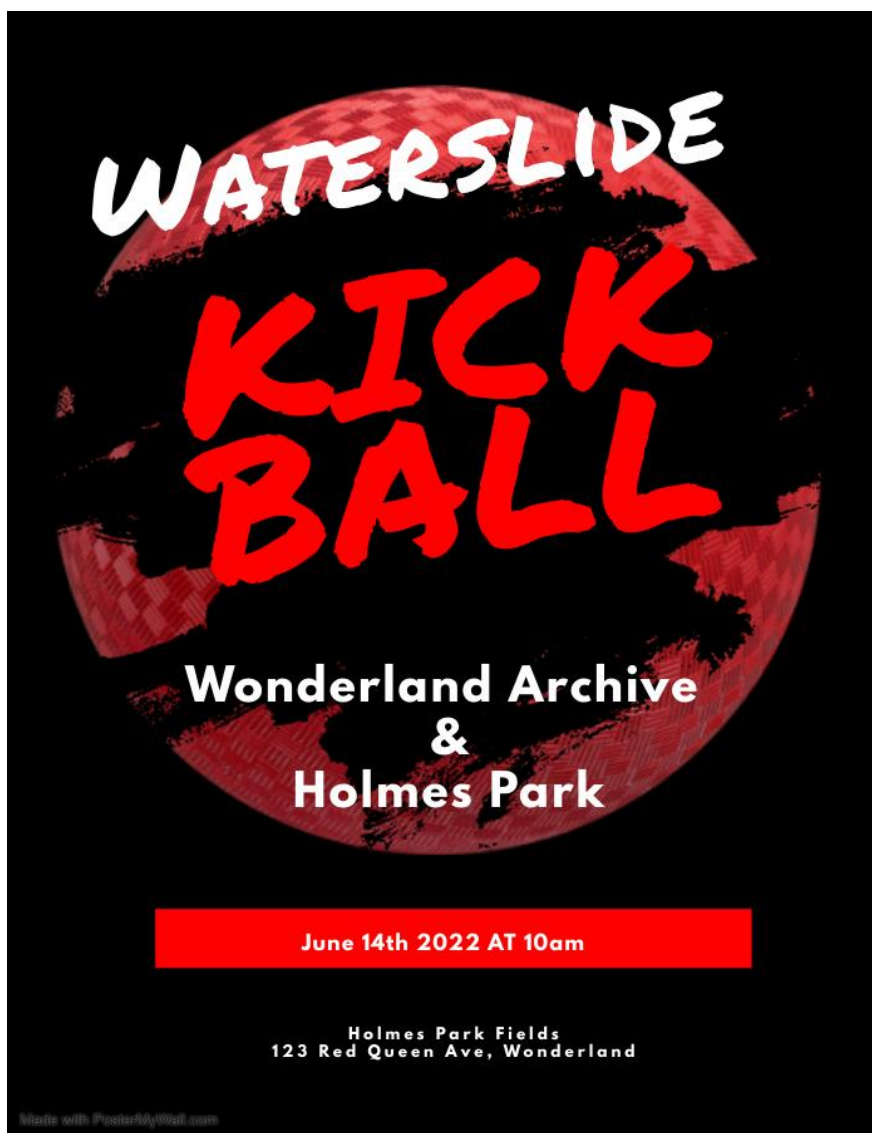
Program Execution

[How to or step-by-step day-of/during activity.]

9:00 am- Library staff arrive at the park for setup in their staff shirts that are neon yellow

9:30 am- registration and form signatures (tables/chairs will be set up for staff)

10:00 am- games begin

12:00 (ish) pm- Winners are announced

12:30 (ish) pm- break down and clean up

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

WATERSLIDE
KICK BALL

Wonderland Archive
&
Holmes Park

June 14th 2022 AT 10am

Holmes Park Fields
123 Red Queen Ave, Wonderland

Made with PosterMyWall.com

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

9 Hole mini golf game through the archives and outside. During the month of this event, the archive will feature and display the history of golf and famous players. Each hole will be in various parts of the archive along with feature a historical golf-related collection for patrons to view.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Physical Activity
-History

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$96.99

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

I found this idea on Pinterest as various libraries have had successful Putt-Putt golf in their archives/libraries. This is an event that could be as simple or extravagant of a golf course as the staff wants within their archives/libraries. I will need to purchase mini-golf putters, golf balls, map out the golf courses within the archive, and then make the golf course out of books and archive/historical-related items.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I would design a flyer for the event to be passed out and used on social media platforms to promote the event.

When: Thursday afternoons (fall and spring)

Where: The library branch

What: Mini golf through the library

Who: Any who want to play

Why: For a bit of fun and an interesting challenge

Examples of possible setups for the golf course.

Wonderland Archive

03 Aug

Mini GOLF

Wonderland Archive
9 Hole mini golf at the archives that
will feature the history of golf

123 Red Queen Ave, Wonderland
wonderlandinfo@WA.org
PH: 999-999-999
www.wonderlandArchive.org

Made with PosterMyWall.com

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

Spectrum Youth Mini Golf Club, Ball and Target Set

$96.99

Amazon

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

1 staff member for the children section of the golf course

2 staff members for the young adult section

2 staff members for the adult section

1 staff member non-fiction section

1 staff member circulation area

1 staff member reference section

The program will run from 2:00 pm to 7:00 pm

Program Execution

[How to or step-by-step day-of/during activity.]

1:00 pm - set up the golf course and have staff ready at each course/hole

2:00 pm - begin letting patrons play mini golf

7:00 pm - break down and clean up.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

Spectrum Youth Mini Golf Club, Ball, and Target Set

https://www.amazon.com/Spectrum-Mini-Golf-Putter-Target/dp/B00PWMVODS/ref=sr_1_35?dchild=1&keywords=Mini+Golf&qid=1626923339&sr=8-35

#5 Program Title: Glow in the Dark Capture the Flag

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

It's the new way to play Capture the Flag: with glow-in-the-dark lights! We all know to capture the flag, with a few simple adjustments, you can now continue your game well into the night by adding glow sticks and glow necklaces into the mix! During the month of this program, the archives will feature all things digital archives and even showcase the online version of CTF (capture the flag) that is played all over the world.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Digital
-Physical activity

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$85.98

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

A month to plan the event, I would have the glow-in-the-dark capture flag games in the field beside the library.

The glow in the dark capture flag set comes with 6 amber color Territory Markers to mark the field for players. 2 Jail Markers to indicate where players that are caught should stand.

Flags: 2 Flag Cubes. Make sure to select two colors that match each team's glow colors.

Players: Will have LED light-up bracelets indicating if players are on the red team or blue team.

During the month of the program, I will have previous online CTF games playing on the monitors throughout the archive.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will use social media and posters around the library to promote the glow in the dark to capture the flag. I will create Facebook and Instagram stories to promote the event as well. Once the date is approved marketing will start 2 months prior with a post on social media once a week, a month out twice a week, the week of the event post will be every day. Posters will be hung up around the archive and the community to promote this event.

WONDERLAND ARCHIVE

CAPTURE THE FLAG

FRIDAY, JULY 30
7:00 PM
SIDE FIELD OF THE ARCHIVE

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

GETMOVIN SPORTS Capture The Flag Ignited Kit with Glow-in-The-Dark LED Game Pieces and Storage Bucket Outdoor Yard Game Fun!
Price: $42.99 x 2= $85.98

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

4 staff members (a captain and co-captain for each team)
3 staff to be referees
2 staff to manage the water station and help where is needed.

Program Execution

[How to or step-by-step day-of/during activity.]

Thursday- test all LED pieces to the glow in the dark capture the flag game
Friday morning- put fresh batteries in the bracelets and other LED pieces.

6:00 pm- set up the table with LED bracelets, allow teens to check in and sort into teams

7:00 pm- Game begins

8:30 pm- the end, break down, clean up, take batteries out of LED pieces, and store in boxes.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

GETMOVIN SPORTS Capture The Flag Ignited Kit with Glow-in-The-Dark LED Game Pieces and Storage Bucket Outdoor Yard Game Fun!

https://www.amazon.com/GETMOVIN-SPORTS-Capture-Ignited-Storage/dp/B086Q8HV4L?source=ps-sl-shoppingads-lpcontext&psc=1

NOTE: I have played capture the flag many times as an adult with many friends and this game has helped create lasting friendships and communities.

#6 Program Title: Flag Football

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

In flag football instead of attacking the player with the ball, you will pull a dangling "flag" or strip of cloth from the other players' mid-waist. Strategy-building, a sharp intellect, teamwork, self-control, and self-discipline are some of the abilities that teens can gain through playing flag football. During the month of this program, the archive will display and discuss the history of football along with famous players.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Football
-Physical activity
-History

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$28.99

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

Flag football would take about a month to plan and get the materials needed for the game. This program would encourage teamwork, discipline, and promote exercise for players. I would limit this program to 14 players per game, 7 per team. I would to have the Grimm Library staff go up against the Wonderland Archive staff for fun.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will use social media and posters around the library to promote the flag football game. I will create Facebook and Instagram stories to promote the event as well. Once the date is approved marketing will start 2 months prior with a post on social media once a week, a month out twice a week, the week of the event post will be every day. Posters will be hung up around the library and the community to promote this event.

Budget Details
[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]
Deluxe 14 Player Flag Football Set - Includes 14 Flag Belts, 42 Flags, 12 Cones, and Storage Bag for Flag Football
Price: $28.99

Day-of-event Activity
[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]
4 staff members (a captain and co-captain for each team)
3 staff to be referees
2 staff to manage the water station and help where is needed.

Program Execution

[How to or step-by-step day-of/during activity.]

Saturday

9:00 am- Setup table for check-in, sort teens into teams, and pass out flags

10:00 am- Game begins

11:00 am- Collect flags, clean flags, and put them up

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

Deluxe 14 Player Flag Football Set - Includes 14 Flag Belts, 42 Flags, 12 Cones and Storage Bag for Flag Football

https://www.amazon.com/Yaesport-Deluxe-Player-Flag-Football/dp/B08FY92WVR/ref=sr_1_10?dchild=1&keywords=flag+football&qid=1627007837&s=sporting-goods&sr=1-10

 [75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

We will begin with a demonstration of butchery techniques so students can first become comfortable with the techniques used. The instructor will detail how various butchering techniques have changed over history and what innovations have happened. Students then replicate and practice the skills learned on their own corpses with guidance from the instructor to observe how the muscles fit together and the numerous decisions that must be made while butchering a huge animal into manageable portions. Students get a firm foundation in the principles and procedures that they can use for future efforts as a result of this practical, hands-on experience. During the month of this program, the archive will feature historical figures and the historical techniques of butchering.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Butchering

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOW

$1,106.98

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This month will take a month to plan, I will speak with the local Kingsland Ranch to have two of their butchers come to the library to give a demonstration and walk teens through how to process various meats. Ideally, I would like for each butcher to start with a different animal to add variety to what teens will learn when butchering meat. This event would take place outside on tables. I would limit this event to 14 teens and offer this event twice a year.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will use social media and posters around the library to promote the butchering workshop for teens. I will create Facebook and Instagram stories to promote the event as well. Once the date is approved marketing will start 2 months prior with a post on social media once a week, a month out twice a week, the week of the event post will be every day. Posters will be hung up around the library and the community to promote this event.

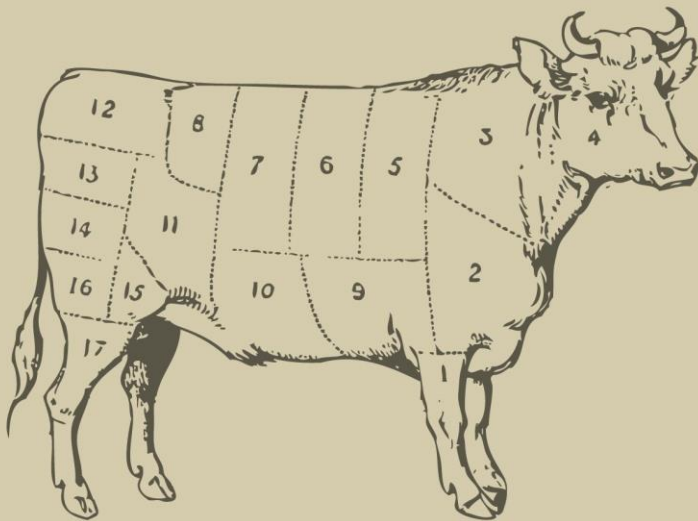# BUTCHERING WORKSHOP

Wonderland Archive

November 20, 2021

10:00 am

Registration is required.

Call (555)555-5555 or

Email wonderlandinfo@wa.org

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

Meat Hugger - Pink Butcher Paper Dispenser Box (24 Inch by 225 Feet Roll) - Heavy Duty Unwaxed Unbleached Food Grade Paper - Smoker Safe, Use Wrap While Cooking For Tender Meat

Price: $28.99 x 2= $57.98

The cost per pound of beef is $1.74

The butchering cost per pound of meat is $1.74.

This puts the total cost at $750, which includes the kill charge of $90, cutting costs of $610, and $50 for miscellaneous charges like tenderizing and having patties made.

$750 divided by 430 pounds of meat=$1.74 in butchering costs per pound of meat

If you want your order to be vacuum-sealed, you would need to add another $344 bringing the total up to $1,094. This would be $2.54 in butchering costs per pound of meat.

430 pounds x $0.80 per pound vacuum sealing fee=$344

$750 + $344=$1,094 total butchering costs

$1,094 divided by 430 pounds of meat=$2.54 per pound of vacuum sealed meat

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

3 staff members to assist in helping the butchering set up their supplies for the event and help teens through the workshop.

Program Execution

[How to or step-by-step day-of/during activity.]

Saturday, October 16th

9:00 am- Set up tables for the butchering

9:30 am- Check-in teens and lead them to their tables

10:00 am- Workshop begins with a demonstration

11:00 am- Teens have a chance to process meat with guidance from the instructor.

12:30 pm- Spray tables with the bleach mixture, wash and put up tables. Throw away all trash from the event.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

Raising and Processing Meat Chickens Workshop

https://stuartfarm.com/our-classes/workshop/

Eat Wild Butchering Workshop

https://www.eatwild.ca/butchering-workshop/

#8 Program Title: The History of Tattoos and how to create them

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

In this program patrons will get the chance to explore the extensive history of tattooing, tattoo artists, and how to create their very own tattoos. This program will happen each Saturday for one month, it will begin with a tattoo historian discussing the various aspects of the history of tattooing then a local tattoo artist will give a live demo of the tattoo. After the demo, the tattoo artist will lead students in the steps of a tattoo with skin prosthetic and the tattoo guns. During the month of this program, the archive will feature the tattoo collections and display related material through the archive.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Tattoo
-Art
-History

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
    <mark>$1,224.46</mark>

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]
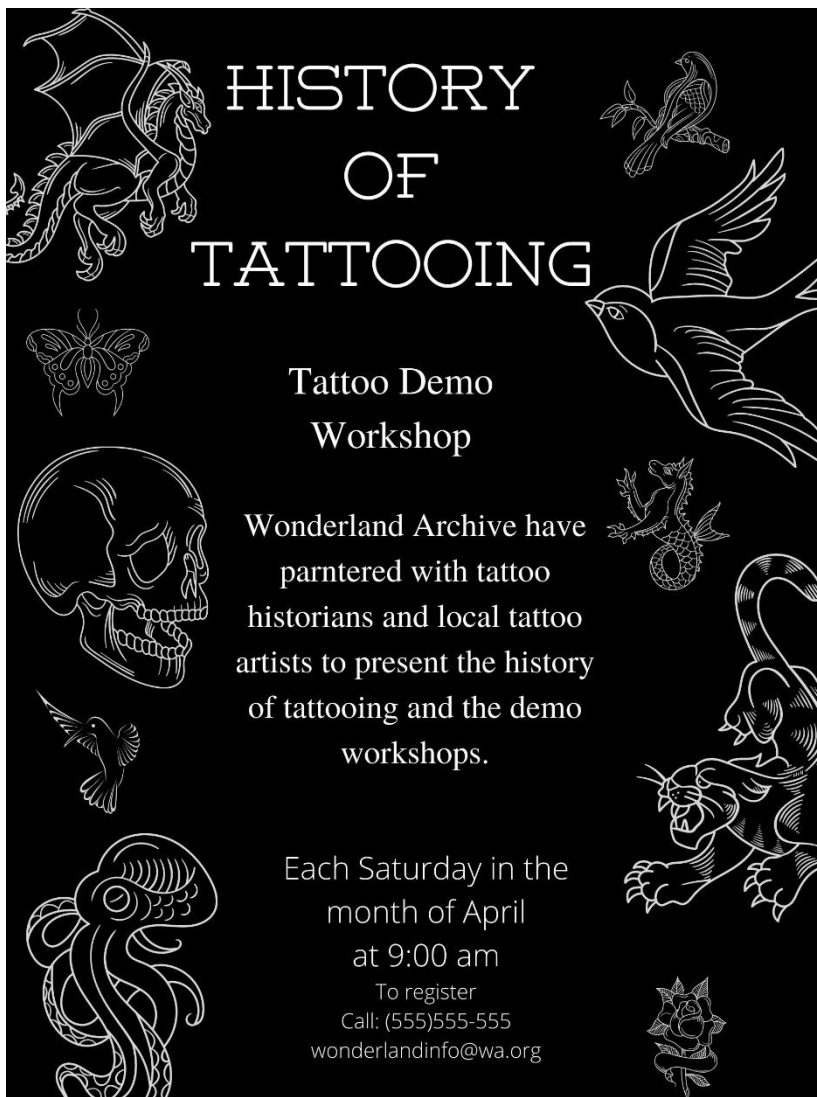
This event would take at least 6 months to coordinate the artist for this event as usually they are booked out 3 months in advance. I would have to set a date on Saturday to allow for enough time for the discussion, demo, and practice run with the teens. I would order all materials for the event such as tattoo guns, tattoo practice skin soft silicone pads, ink, and transfer printer machine. I would have to have checks cut to each tattoo artist for the event. I would limit this event to 10 people so that the tattoo artist could properly assist the teens in the workshop.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will use social media and posters around the library to promote the series workshop "Not Your Mom's Career Options: Tattoo Artist" for teens and Young Adults. I will create Facebook and Instagram stories with the tattoo artist coming to promote the event as well. Once the date is approved marketing will start 2 months prior with a post on social media once a week, a month out twice a week, the week of the event post will be every day. Posters will be hung up around the library and the community to promote this event.

HISTORY
OF
TATTOOING

Tattoo Demo
Workshop

Wonderland Archive have parntered with tattoo historians and local tattoo artists to present the history of tattooing and the demo workshops.

Each Saturday in the month of April
at 9:00 am
To register
Call: (555)555-555
wonderlandinfo@wa.org

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

Wormhole Tattoo Complete Tattoo Kit for Beginners Tattoo Power Supply Kit 10 Tattoo Inks 30 Tattoo Needles 2 Pro Tattoo Machine Kit Tattoo Supplies SL-TK034
Price: $39.99 x 10 = $399.99
Blank Tattoo Skin Practice,CINRA Double Sides 10 Sheets 8x6" Blank Double Sides Silicone Tattoo Practice Skin Soft Silicone Pads Tattooing and Microblading Practice Skin Tattoo Supplies, Tattoo Kit,
Price: $16.89 x 2= $33.78
Tattoo Transfer Printer Machine, Portable Black Stencil Thermal Copier Printer Machine for A5 A4 Paper Kit Set, Stencil Paper Tattoo Thermal Stencil Printer
Price: $190.69
All supplies can be found on Amazon.

Tattoo Artist A

<mark>$300.00</mark>

Tattoo Artist B

<mark>$300.00</mark>

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

I would have 4 staff members including myself to assist the tattoo artist in setup and in helping the teens throughout the workshop. I would have to have extra tables and chairs for this event. I would help the tattoo artists prep all tattooing equipment the day before the event.

Program Execution

[How to or step-by-step day-of/during activity.]

Saturday

8:00 am- Set up the tables with plastic table cloths from the supply closet.

8:00 am- Tattoo artists set up their personal equipment for the demo, then check the equipment again for the workshop that the teens will use.

9:00 am- Patrons arrive and we begin the workshop with the discussion of the history of tattoos and tattooing followed by instructions from the local tattoo artist.

10:30 am- Professional tattoo artist demo begins

11:00 am- Patrons set up their workstations and begin tattooing on the tattoo practice skin soft silicone pads provided.

12:00 pm- Patrons will learn how to break down and clean their workstations. I will break down tables and store them.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

Tattoo Equipment

https://ultimatetattoosupply.com/pages/tattoo-equipment

A Denver Public Library Branch Turned Into a Tattoo Shop

LESLIE WILBER | AUGUST 7, 2018 | 7:38AM

https://www.westword.com/arts/denver-public-library-raises-funds-with-certified-tattoo-at-books-and-ink-10629639

How to Become a Tattoo Artist

https://www.theartcareerproject.com/become/tattoo-artist/

Louisiana Department of Health Commercial Body Art
https://ldh.la.gov/index.cfm/faq/category/56

#9 Program Title: Pop Up archives: Participant-Created Ephemeral Exhibitions

 [75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

A pop-up archive will be set up for a limited time in an area where no archive has ever existed or to feature a new exhibit. The archive's curation is crucial, but the uniqueness of the presentation is the most important factor. These pop-up archives will be curated by the archive staff with community members that will cover various topics or subject matter. The first will be about Louisiana culture and history, it will feature local families. The pop-up archive will be set up at local schools, colleges, businesses, and events.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
- History
- Louisiana culture
- Families

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]

$0.00

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This event will be an on-going event, the first pop-up archive will take two months to gather family local stories, photographs, etc. to fill out the various displays. Part of the Wonderland Archive collection will also be used in the pop-up archives. Families loaning out personal collections will be assisted in organizing, labeling, storing, and displaying items for the pop-up archive. There is a local middle school history class that will be learning Louisiana history and the teacher had asked if we could display and have a short lecture about the archive collection. We will set up in the gym for one day then the collection will be displayed within the teacher's classroom.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will design posters/flyers to distribute in the community at schools, businesses, and organizations. The flyer will be used on social media, once all panels and activities are confirmed, two months before the event we will begin advertising weekly then a month before every 4 days the week of the event every day.

When: Thursday, December 9th

Where: Wonderland Middle School

What: Explore Louisiana History through the Archives

Who: Students and staff of Wonderland Middle School

Why: This allows students the opportunity to learn about Louisiana History through the archives.

Laissez les bon temps rouler

EXPLORE LOUISIANA HISTORY
THROUGH THE ARCHIVES

Discover Louisiana history

December 9th
10:00 am
Wonderland Middle School

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

None

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

All staff is required to wear their neon yellow staff shirt for all events.

Two staff members to set up all displays according to display sheet.

One staff member to do mini lecture based off the archive collection

Program Execution

[How to or step-by-step day-of/during activity.]

Thursday

9:00 am Set up archive Collections in the gym

9:45 am Students come to the gym

10:00 am Teacher introduces staff members; staff begin the mini-lecture

10:30 am Staff members take questions

11:00 am Students explore archive collection

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

State Library of Louisiana (http://www.state.lib.la.us)

#10 Program Title: Telling stories with Wonderland Archives

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

In this program will allow for the community to record stories for themselves and the archive. The archive will have two rooms fully stocked with recording equipment computers and an available staff member to assist in formatting and copying recordings. We hope to have themed months such as tell us your favorite winter/Christmas memories or favorite summer memory or mothers/mother-like figures.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
-Story telling
- Memories
- Family

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$214.92

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This program would take about two months to order, test equipment, and set up the recording room. Within the two months staff will be able to record their stories first and some will be used in promotion on social media. For example, staff members could talk about their first day on the job and what they felt. These recordings will be archived and on the archive's podcast for maximum accessibility to the public. The archive staff will also reach out to the community to set up the first few stories then it will be open to everyone during archive hours.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will design posters/flyers to distribute in the community at schools, businesses, and organizations. The flyer will be used on social media, two months before the event we will begin advertising weekly then a month before every 4 days the week of the event every day.

When: Every Thursday a new story

Where: The Archive's Podcast

What: Telling Stories with the archives

Who: the community

Why: to allow the community the chance to save their stories for future generations and for the archive to preserve their community.

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

Podcast Equipment Bundle, ALPOWL Condenser Microphone Bundle with V8 Live Sound Card for Live Streaming, Singing, YouTube, Gaming, BM 800 Condenser Microphone Kit with Cardioid Design for Gamer

$42.99 X 5= $214.92

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

At 4 staff member stories recording, one stories will be released leading up to the first community member story.

2 staff members will record a podcast explaining in detail what kind of recording equipment the archive has and how to properly use it. They will also discuss when and where community members can record.

2 staff members will be available during archive hours to assist patrons with technical difficulties and to process recording for the podcast and storage.

Program Execution

[How to or step-by-step day-of/during activity.]

Wednesday

9:00 am record story

10:00 am process recording

12:00 pm upload to the podcast for Thursday release date

Thursday

9:00 am Podcast released

Staff will then share podcast link to all social media platforms and monitor for two hours engaging with audiences.

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

https://www.amazon.com/Equipment-ALPOWL-Condenser-Microphone-Streaming/dp/B091SZWJQ8/ref=asc_df_B08VJ2YVPS/?tag=hyprod-20&linkCode=df0&hvadid=509032881007&hvpos=&hvnetw=g&hvrand=2495092858026339844&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9025479&hvtargid=pla-1285252569807&th=1

[75 words: Introduction to the program & why the program—the goal (to entertain, educate, to inform, etc.), the appeal, when you would host the program (month/theme month), etc.]

In this program the public will have an educational workshop to discuss the importance of preserving historic family photographs. By digitizing your originals, you can examine and share them without having to handle them, which might cause harm. After you've digitized your originals, keep them because digital files have their own preservation dangers and are easily lost. It is critical that the original photographs are handled with care so they do not get damaged.

AUDIENCE: [LIST ALL THAT APPLY]
Adult
Children
Family
Community Members
Tweens
Teens
Early Adults

POPULAR TOPICS: [LIST ALLTHAT APPLY]
-Arts & Crafts
-Hands-on
-Books & Authors
-STEM
-STEAM
-Community Engagement

THEME/SUBJECTS: [LIST ALL THAT APPLY]
- Photographs
- Digital
- Preservation

TOTAL BUDGET: [PROVIDE BUDGET BREAKDOWN]
$1,008.53

Advance Planning

[How long do you think it will take to plan out the program? How did you search for ideas, resources, and activities? Where did you find ideas, resources, and activities? What steps (number them) need to take place before the event? Estimated number of audience.]

This would take at least two months to order the various scanners for program. Once scanners have been received staff members would have to set up and test scanners on various photographs and documents to ensure they work. Computers used for this program will need to be set up the scanners and software for patron use. Software and computers are already own by the archive and the scanners would the only additional purchase. Patrons would be expected to bring their own jump drive or external hard drive for digital storage.

Marketing

[What is the marketing plan? Where will you market it? How will you market it? Justify your plan. Design a marketing flyer, poster, Animoto, meme, etc. to market your program. Be sure to keep your audience in mind and put all relevant information on marketing materials—when, where, what, who, why. Include in Attachments.]

I will design posters/flyers to distribute in the community at schools, businesses, and organizations. The flyer will be used on social media, two months before the event we will begin advertising weekly then a month before every 4 days the week of the event every day.

When: During Wonderland Archive hours

Where: The archive

What: Digitizing and Preserving Family Photographs

Who: the community

Why: to bring awareness and education on how digitize and preserve family photographs

Budget Details

[List the total and then breakdown into subgroups and detailed descriptions. This should be a realistic amount and include purchasing location.]

IRIScan Book 5 Portable Scanner (White)

$106.77 X 3= $320.31

IRIS - 459838 - Iriscan Desk 5 Pro Document Camera Scanner A3 20ppm

$214.12 X 2= $428.24

Epson - ES-60W Wireless Mobile Color Sheetfed Document Scanner – Black

$129.99 X 2= $259.98

Day-of-event Activity

[Number of staff/volunteers needed and their duties. Pre-activity but day of steps.]

All staff will be train in how to use scanners and computer software. All staff will be able to walk patrons through the process of digitizing and preserving family photographs.

On the first Saturday of each month from 9:00 am – 12:00 pm a staff member will be strictly available for this process.

Program Execution

[How to or step-by-step day-of/during activity.]

Saturday

8:45 am Staff will turn computers on, check software and scanners

9:00 am Patrons are allowed in the computer room

12:00 pm Scanners are put into scanner cabinet

Attachments & References

Include attachments (marketing, pictures, etc.) and references/resources used.

http://www.archives.nysed.gov/common/archives/files/workshops_handouts_digitizing_photos.pdf