Program Room Visit Handout

Date(s) of visit: _______________________
Name of Library: _______________________
City & State of Library: _______________________
Library webpage: _______________________

# of events hosted in the program room in a month: ______
How many people can this room fit: __________
Examples of activities hosted in the program room:
1. _______________________
2. _______________________
3. _______________________
4. _______________________
5. _______________________

Top 3 demographics do these programs serve:
1. _______________________
2. _______________________
3. _______________________

Draw a layout of the room:

N

W

S

E

Does this room have the following features?
- [ ] Room Divisions
- [ ] A/V & Filming & Projector
- [ ] Storage
- [ ] Sinks
- [ ] Separate entrance/exit
- [ ] Movable desks/chairs/podium

What else does this program room have that makes this room multi use (list 3 or more)

What are your thoughts on the effectiveness of this program room?
What makes it a good program room? What does it lack?