

## 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: \_\_\_\_\_

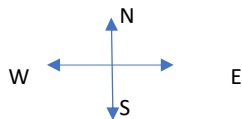
Examples of activities hosted in the program room:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Top 3 demographics do these programs serve:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Draw a layout of the room



Does this room have the following features?

<input type="checkbox"/>	Room Divisions
<input type="checkbox"/>	A/V & Filming & Projector
<input type="checkbox"/>	Storage
<input type="checkbox"/>	Sinks
<input type="checkbox"/>	Separate entrance/ exit
<input type="checkbox"/>	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?