



ORGANIZING A PA FORWARD[™] | LIBRARY EVENT

STEP TWO: THE BIG EVENT

**Prepare News Release or Media Kit:
Include Info About the Event, Partners,
and PA Fwd--then Distribute to
Media and Everyone Involved**

**Work With Media: Meet & Greet
Members of Media, Provide
Event Agenda, News Release**



**Decorate the Library with
PA Fwd Materials:
Posters, Banners, Book Marks, Etc.**

**Document Attendance:
Use Sign-In Sheet & Take Photos**



**Provide Overview of PA Fwd
5 Literacies During the Event--
Give-Aways Help Promote
the Program and PA FWD!**

**Share Event Updates--before and after--
on Your Social Media and Website**