



ORGANIZING A PA FORWARD™ LIBRARY EVENT

STEP THREE: EVENT WRAP-UP

Remember to Say Thank You!
Send a Note to Participants, Partners,
Sponsors and Presenters.

Assessment!
What Did You Do Right?
How Can the Event Improve?



**Share Event Details on the
PA FWD Commons Database!**

**Share Event Photos & Description
on Your Facebook Page,
as well as PA Forward's!**



**Share Your Success with
the Library Community!
Write About It and Send It Off to
Library Newsletters and Outlets**

**Submit Documentation for
Your Library's Recognition
as a PA Fwd Library!**

***PA FORWARD - POWERING A
BETTER FUTURE FOR EVERYONE.***

