



Oklahoma Library Association

## OLA Workshop Planning Form

**Instructions: Complete form at least 10 weeks prior to date of program and email the form without the instructions to:**

OLA Executive Board  
c/o Kay Boies  
Oklahoma Library Association  
P.O. Box 6550  
Edmond, OK 73083  
[execdirector@oklibs.org](mailto:execdirector@oklibs.org)

Certification Specialist  
Office of Library Development  
Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street  
Oklahoma City, OK 73105-3298  
<http://libraries.ok.gov/contact-staff/>

1. Division/Roundtable/Committee Sponsor(s):

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2. Program Contact Person:

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3. Address:

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4. Telephone (Mobile):

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 (Other):

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5. Program Title:

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6. Date of Program:

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7. Time:

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8. Location (Include city, facility, room):

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9. Cost:

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10. Number of Participants Expected:

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11. Target Audience (Describe the level of expertise required to participate):

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12. Instructional Staff:

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13. Reason for Offering Workshop:

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14. Goal/Purpose of the program:

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15. Learning Objectives:

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16. Subject Matter and Methods (including specific times, topics, and methods):

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17. Number of Instructional Hours: Attach a copy of the agenda.

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18. Evaluation: Attach a copy of your evaluation.

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19. Proposed Budget: Attach the OLA Workshop Budget Request.

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20: Publicity: Attach a copy of the flyer and social media graphic to be used.

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21: List the publications to which publicity will be sent:

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22.  Verification Statement: I, the Contact Person, confirm that I contacted my Continuing Education Committee Consultant and Marketing Liaison and used them to plan this workshop. I also contacted the ODL Certification Specialist and will send them an electronic copy of this form.

Name of CE Consultant:
Name of Marketing Liaison:
Name of ODL Certification Specialist:

23. Signature of Contact Person:

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24. Date of Application:

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OLA Executive Board Recommendation:

- Approved
- Pending
- Disapproved

Certification Specialist Recommendation:

- Approved
- Pending
- Disapproved



# OLA WORKSHOP PLANNING FORM

## INSTRUCTIONS

NOTE: Special instructions correspond to line numbers on the application form. Use as much space as is needed to thoroughly complete application form.

1. DIVISION/ROUNDTABLE/COMMITTEE: The name(s) of the division(s), committee(s) and/or roundtable(s) sponsoring the program.
2. PROGRAM CONTACT PERSON: This is the person, directly responsible for this program, who will be notified of the OLA Executive Board's and the Certification Specialist's decisions on the application or who will be contacted if additional information is needed about the program.
3. ADDRESS: Include the complete address of the Program Contact Person.
4. TELEPHONE: Include two telephone numbers to best contact Program Contact Person. Be sure to include area code and extension (if applicable).
5. PROGRAM TITLE: The complete name of the program. Title should be as descriptive of the program as possible.
6. DATE: Date of the workshop.
7. TIME: Hours of workshop.
8. LOCATION: Complete the city, the facility and the specific room where the program will be offered.
9. COST: The charge to an individual librarian, minimum of \$65 for OLA members and \$130 for non-OLA members.
10. NUMBER OF PARTICIPANTS EXPECTED: Offer the most realistic estimate possible of the number of registrations you expect for this program.
11. TARGET AUDIENCE: Identify the type of participants for whom the program is planned. Also include the level of experience of the group if this is significant to the program content.  
(Criteria for Approval: Has a target audience been identified and is the program designed for the target group?)

12. **INSTRUCTIONAL STAFF:** Include names, rationale for choice, and appropriate credentials for each instructor.  
(Criteria for Approval: Do the qualifications listed for the instructor relate to the subject that will be covered?)
13. **REASON FOR OFFERING WORKSHOP:** Explain the method used to determine the need for this workshop.  
(Criteria for Approval: Have the specific needs of the target group been assessed?)
14. **GOAL/PURPOSE OF THE PROGRAM:** A one or two sentence description of the goal of the entire program written from the participant's point of view.  
(Criteria for Approval: Does the stated goal describe what the program will accomplish?)
15. **LEARNING OBJECTIVES:** Objectives are specific, measurable accomplishments that the participants shall be able to perform by the end of the program.  
(Criteria for Approval: Are the program objectives specific accomplishments that the participants shall be able to perform at the end of the program? Are the objectives measurable? Do the objectives represent (a) changes in attitude and approach to the solution of problems, (b) acquisition or mastery of new knowledge or (c) the revision of outdated knowledge in specific skills, techniques and procedures?)
16. **SUBJECT MATTER AND METHODS:** Describe the subject matter/content of the program. Describe the instructional methods which will be employed: lecture, discussion group, group activity, practice sessions, etc. Any use of multimedia as well as types of exercises should be included.  
(Criteria for Approval: Is the subject matter/content of the program described? Are the described instructional methods appropriate for the subject and the program objectives? Are the described instructional methods appropriate for the expected number of participants? Is the time allowed adequate for the number of participants?)
17. **NUMBER OF INSTRUCTIONAL HOURS:** Attach an agenda/outline with specific times. Instructional hours are based on the number of clock hours (50 minutes) of actual instructional activity provided in the program. Do not include registration time, mealtime; free time, coffee breaks, etc. Only the complete instructional hours should be listed.
18. **EVALUATION:** Include a copy of the evaluation form.  
(Criteria for Approval: Is the evaluation related to the objectives of the program?)

19. PROPOSED BUDGET: The OLA Workshop Budget Request should be completed and attached.

20. PUBLICITY: Work with Marketing Committee Liaison and attach a copy of the flyer, news release, and/or other publicity to be used.

21. LIST OF PUBLICATIONS: Potential sources for publicity include the Oklahoma Librarian, the Library Media Section of the Oklahoma State Department of Education, the Oklahoma Special Libraries Association and the Oklahoma chapter of ACRL.

22. VERIFICATION STATEMENT: The sponsors need to use their Continuing Education Committee Consultant and Marketing Committee Liaison when planning this workshop. Consultants give insight into details of planning, and Liaisons provide assistance promoting the workshop, especially with social media. Likewise, the ODL Certification Specialist will approve this application for a workshop and assign the number of CEUs that ODL will grant to the participants. Check the box if you have contacted them and provide their names.