

Jolene Kernick  
Christmas Crafts for Kids  
Ages 8 and up (maximum 15 participants)  
2:00-3:00 p.m., Saturday, December 7, 2013

This program is centered around craft books for children, with a focus on the upcoming Christmas holiday. The program will provide kids with the materials and instruction necessary to create a handmade Christmas ornament that can be displayed with the library's holiday decorations, or be taken home to be shared with family.

## Program Timelines

### *Publicity Timeline*

<i>Deadline</i>	<i>Description</i>
October 2013	Create marketing materials, including flyers and web graphics
November 2013	Add program to December events calendar Display promotional graphic on library web site
November 30, 2013	Create display case of associated library materials
December 2, 2013	Announce event via social media (Facebook, Twitter)
<b>December 7, 2013 (Day of Program)</b>	Display library materials and flyer at site of program
December 8, 2013	Remove flyers from library Remove promotional graphic from library web site
December 28, 2013	Take down display case

## ***Preparation Timeline***

Pre-planning for the program includes space reservation, purchasing and gathering materials, demonstrating projects to activity guide, soliciting volunteers and laying out supplies. Post-planning includes cleanup, storing supplies, and program evaluation.

August 2013	Present program outline to Director of Programming
September 2013	Reserve program space at library Submit purchase request for materials
October 2013	Build bibliography of library materials Send callout e-mail for volunteers
November 2013	Purchase materials and submit receipts to purchasing department Reserve library materials for display
December 2, 2013	Meet with activity guide to go over program details and demonstrations Confirm volunteers' availability
December 6, 2013	Gather all materials Prepare space layout: <ol style="list-style-type: none"><li>1. Tables should be in U-shape with chairs on one side; seating for up to 15</li><li>2. Demonstration table positioned in front</li></ol>
<b>December 7, 2013 (Day of Program)</b>	Display library materials at ends of demonstration table Cover tables in old newspaper Place hand wipe containers at ends of table Lay out felt, paint, glue, glitter and scrapbook paper and markers between each seat Lay out 3 toilet rolls, 1 pencil, 1 paintbrush, 1 pair of scissors, and 1 stapler at each seat
December 8, 2013	Put away all supplies and materials Clean up and reorganize space
December 9, 2013	Meet with staff to review program

## ***Program Timeline***

2:00-2:05 p.m.	Introduce program. Show samples of projects.
2:05-2:50 p.m.	Participants will create Christmas ornaments– an angel, snowman or Santa Claus. One staff member will demonstrate the step-by-step process while two volunteers provide hands-on assistance.  Step 1: Cut out a 1cm wide strip from each end of the toilet paper roll. Cut open the resulting rings and attach them as handles to each side of one end of the toilet paper roll using a stapler. Flatten the other end of the toilet paper roll and staple shut. Step 2: Select from red, white or yellow paint and paint the entire roll. Step 3: While the painted rolls dry, cut out pieces of felt or scrapbook paper in the shape of angel wings, a Santa hat, or snowman parts, depending on which ornament you are creating. Use glue to attach the parts to the painted toilet paper roll. Step 4: Use markers to finish decorating your ornament.
2:50-3:00 p.m.	Review display; encourage participants to borrow materials. Take pictures of participants with final projects (parent must sign a consent form).

## **Resources**

### ***Supplies***

<i>Quantity</i>	<i>Description</i>	<i>Total Cost</i>
Unlimited	Empty toilet paper rolls	FREE
6	Bottles of craft paint (2 red, 2 white, 2 yellow) @ \$1.89/2 oz. bottle	\$11.34
1	Assorted felt remnants (1lb bag)	\$11.99
25	Sheets of glitter and scrapbook paper – 20 sheets	\$3.52
15	Paintbrushes	Library supply
15	Pencils	Library supply

2	Packs of hand wipes	Library supply
1	Used newspaper	Library supply
15	Small staplers	Library supply
15	Craft scissors	Library supply
3	Glue bottles	Library supply
10	Felt markers (assorted colors)	Library supply
<b>Total</b>		<b>\$26.85</b>

### *Staff*

- One activity guide
  - Demonstrates activity to participants
  - Assists participants with activity
  - Evaluates program and reports attendance statistics
- Two volunteers
  - Provide activity guide with assistance during program
  - Assists participants with activity
- Director of Programming
  - Approves program proposal and request for purchase of materials
- Programming Assistant
  - Creates program proposal and submits to Programming department
  - Reserves activity space and materials
- Public Relations
  - Coordinates graphic design of flyers and web images
  - Publishes event announcement on calendar and social media
- Web Developer
  - Publishes callout graphic and link on web site

## **Bibliography**

### ***Program Materials***

Deges, P. (2013). *Kids make Christmas: over 40 kids' craft projects for Christmas*. Blue Ash, OH: D & C.

### ***Checkout and Display Materials***

Deges, P. (2013). *Kids make Christmas: over 40 kids' craft projects for Christmas*. Blue Ash, OH: D & C.

Eick, J. (2011). *Christmas crafts*. Mankato, MN: Childs World, Inc.

Robinson, F. (2004). *Christmas crafts*. Berkeley Heights, NJ: Enslow Publishers.

Ross, K. (1995). *Crafts for Christmas*. Brookfield, CT: Millbrook Press.

Souter, G. (2002). *Holiday handiwork*. Milwaukee, WI: Gareth Stevens Pub.

## **Appendix A: Publicity Announcement**

"Get crafty just in time for Christmas! Kids ages 8 and up will create handmade Christmas ornaments. Join us at 2:00 p.m. on Saturday, December 7<sup>th</sup> at The Indianapolis Public Library. Space is limited, so get there early!"

## **Appendix B: Publicity Flyer**

See attachment