Planning
Start early – planning a large event takes longer than you expect
Create a Project Plan
Keep a budget
Look at schedules and lineups from professional cons for ideas and inspirations
Read popular manga
Watch Anime
Be aware of library policies and regulations (selling in the library, donations, etc.)

Budget
Make sure you have a plan for spending your money
Create a budget spreadsheet - researching pricing ahead of time and make cost projections before you spend money
Make your plan work without outside help or donations/ plan for what you can afford
Don’t rely on donations – they are not guaranteed from year to year and should be thought of as a bonus

Logistics
Spacing – floor plan – identify unusable space, tight spaces, places where you do not want people – be aware of your space and how traffic will flow when crowded
Plan based on the available space to prevent overcrowding
Be aware of maximum occupancy regulations and fire code
Plan for extra parking - talk with/get permission from neighboring schools, businesses
Depending on size, plan for extra security (reserve police officers, etc.)
Make lists of equipment needs for each event (panels, cosplay, concerts) to make sure you will have all equipment you need
Have microphone/sound systems available for presenters and panels and test equipment prior to event
Anticipate having a line outside well before you plan to open. Have security and/or an adult monitoring - also provide weather related aid if needed (shade, water, umbrellas)

Find and Use Outside Help
Partnerships - team up - share the responsibilities and reach more people
Local Vendors for donations
Subject Matter Experts
Teens - wealth of info when it comes to what is hot and the latest trends
they can help plan (Teen Advisory Board, Anime Clubs) - even if you don’t have a club, check with local middle and high schools for clubs - School librarians can help pinpoint the right teens
Volunteers - recruit anyone and everyone you can think of to help - local colleges often have clubs/groups in need of service hours
Contact companies/corporations for donations - they routinely give away anime DVDs, manga and promotional items to conventions and anime clubs

**Publicity**
Advertise and use social media
Get teens to talk about the event and share in person and social media
Gradually give out info to build excitement in the event
Get posters in local establishments, especially comic, game and book stores
Have local schools help spread the word - posters, announcements, newspapers

**Event Staff**
Make sure everyone working the event knows their jobs for the day
If rotating staff throughout the day, provide a schedule for each person
Have schedule posted in each area to show who will be working and when
Feed your staff - allow for lunch breaks during longer events
Planners should be floaters - need to be available to answer numerous questions - so should be available at all times
Designate point people - specific people in charges of certain areas or activities - everyone should know these and how to contact them
Provide weather related aid for staff working outside (shade, water, etc.)

**Event Tips**
Use walkie-talkies - so you are not running all over the place looking for staff- vice versa
If providing food - make sure you know local food service regulations, obtains permits if necessary.
Create lots of visible signage for inside and out (parking, restrooms, first aid, registration, weapons check, bag check, panel rooms, schedule of events, etc.).
Give guests, presenters, vendors and volunteers info ahead of time (where to unload, park, check-in, receive payments, sign paperwork, etc.).
One of the biggest aspects of a Con is “seeing and being seen.” Make sure you have a space for kids to hang out and socialize.
Anime does have cultural differences in what’s acceptable for various age ranges - pre-screen the episodes/movies you plan to show.
Just like movies, anime screenings require permissions. Contact distributing companies like FUNimation, VIZ, Sentai Filmworks, etc, they do not charge a fee for a convention-like event that is free to the public.
Contact other libraries that have done similar events - not only for ideas and what to expect, but for guest contact information - sometimes that info is hard to find.
DO NOT BE INTIMIDATED! Events can be all shapes and sizes. Don’t feel like you can’t host an event if your target attendance is 50 - 100 people - adjust the planning and publicity to attract the size event you are able to hold.

Be flexible and adaptable because it is likely that something will not go as you planned (someone will not show up, someone will need something you can’t provide, something may not work). Plan ahead as best as possible - but do not freak out when things aren’t perfect.

Often times you and only a few people know there is a flub in the plan.