***This is a tool for you to use however you want;*** 

***feel free to modify in whatever way will be most helpful to you.***

**3 – 6 Months Ahead**

□ Determine who will be Hatchlings administrator and facilitators for the programs

□ Decide on times and dates in collaboration with library branch(s)/community partner location(s)

□ Schedule location/technology availability for in-person, virtual only, and/or hybrid programming options

□ Determine take-home kit procedures (pick-up and/or delivery before, during, after program options)

and create a plan for distribution

□ Determine which additional language versions will be needed, for example, Spanish; secure translator to prepare surveys, handouts, promotional materials

□ Ensure that publicity is entered and flyers/signage is ordered

□ Work with communications department/staff to arrange for any special publicity or signage needs,

such as press releases, social media, special distribution, and, inclusion in email blasts

□ Check catalog, as appropriate, to determine materials to highlight for the program; work with

materials management department if program requires the purchase of materials

□ Determine hands-on activity materials, refreshments, if appropriate

**1 – 2 Months Ahead**

□ Determine who will be responsible for on-site/virtual needs, such as room set-up,

Schedule virtual platform (Zoom, StreamYard, etc.), tech producer, greeters, other

□ Hatchlings administrator/facilitators, community partners finalize plans

□ Confirm staff for on-site needs as appropriate, such as set-up, presenter introduction, sponsors, other

□ Collate materials into kits ready for pick-up, delivery

**2 - 3 Weeks Before a Program**

□ Confirm with team for final details, including social media promotional push

□ For registered programs, check current registration list and manage accordingly, use email, phone, What’s App, etc. to begin building relationships with registrants

□ Track and manage take-home kit distribution to branches for pickup or delivery to partners/individual homes

**1 Week Before a Program**

□ Confirm with team for last-minute details, including confirmation of prepared consent forms and evaluations

□ Confirm arrangements, arrival time with branch staff/community partners

□ Confirm staff/community partner assignments such as set-up, tech producer, other

□ Confirm presenter materials, kits for in-program activities, refreshments, if appropriate

□ For registered programs, check current registration list and manage accordingly. Send email reminders/phone call/What’s App reminders

**Program Day**

□ Program facilitator will meet with on-site contact/staff to work through any last-minute details

□ Ensure that consent forms, surveys are available

□ Implement program, including room set-up and tear-down and appropriate materials are displayed/available

□ Count attendance

□ Take photos as appropriate

**After the Program**

□ Enter program statistics

□ Partner with Maryland State Library to help track consent forms, surveys, and sign-in sheets

□ Send a “thank you” to those involved (if deemed appropriate)