

Organizing Checklist

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)