



Online Session Preparation Checklist

General:

- After people have registered, send them an email with Zoom (or equivalent platform) invitation.
- Remind everyone that having both audio and video capabilities set up on their computer will provide the best experience.
- Prepare kits with printed materials and props. Deliver them, mail them, or schedule pick up time.
- About a week before each session, send a reminder email to participants. Invite them to fill out the consent form on Survey Monkey if they have not already done so.
- Send an email reminder one day before the session, with another reminder and link the consent form.

Printing:

For each participating family, print:

- The *Hatchlings: In the Nest* Song Book
- *Hatchlings* Headlines (a PDF with the PowerPoint slides)
- A post-session survey for each of the four sessions

**Kits:**

- one Mother Goose on the Loose tote bag
- one copy of *Happy Baby*
- one chickita
- one copy of *Wiggle! March!*
- the frog finger puppet
- one Maryland State Library's Maryland Day by Day Family Literacy calendar
- *In The Nest* songbook
- *Hatchlings* Headlines
- 4 post-session surveys (only when participants don't have access to SurveyMonkey)
- any selected materials from the library and outreach site hosting the session.

**Presenter Supplies**

- Computer and power cord with audio and video capabilities
- Microphone or headset
- One full kit with all supplies (listed above)
- PowerPoint loaded on computer and ready to go
- Glass of water and refill next to the desk