

# Timeline Checklist



## 3 - 6 Months Ahead

- Determine who will be the *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 fliers/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, and others
- 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 final details with team, 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**

- Confer with team for last-minute details and confirm
- Confirm arrangements, arrival time with branch staff/community partners
- Confirm staff/community partner assignments such as set-up, tech producer, and others
- 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
- Display appropriate library materials (cardboard books for circulation, flyers, etc.)
- Implement program, including room set-up and tear-down
- Count attendance
- Take photos as appropriate

## **After the Program**

- Enter program statistics, work with Elaine re: consent forms, surveys
- Upload photos to cloud storage
- Jot down observations, quotes, anecdotes for final report
- Send a “thank you” to those involved (if deemed appropriate)