

MOTHER GOOSE ON THE LOOSE HATCHLINGS - "IN THE NEST"

Timeline Checklist



3 – 6 Months Ahead

- ☐ Determine who will be the *Hatchlings* administrator/organizer and facilitators for the programs.
- ☐ Decide on times and dates in collaboration with library branch(es)/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 into the computer 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.
- ☐ Finalize plans with *Hatchlings* administrator/organizer/facilitators, & community partners. Confirm schedules..
- ☐ Confirm staff for on-site needs as appropriate, such as set-up, facilitator 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 (Instagram, Facebook, etc.)
- ☐ Check current registration lists and confirm registrants using email, phone, What's App, etc. to begin building relationships and remind them of the upcoming program.
- ☐ Track and manage take-home kit distribution to branches for pickup or delivery to partners/individual homes, if needed.
- ☐ Order hands-on activity materials and refreshments, if appropriate.

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TIMELINE/ CHECKLIST

In the Nest



1 Week Before a Program

- ☐ Confer with team for last-minute details including confirmation of prepared consent forms, sign-in sheets, and evaluations,
- ☐ 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
- ☐ Send email reminders/phone call/What's App reminders to all confirmed registrants.

Program Day

- ☐ Program facilitator will meet with on-site contact/staff to work through any last minute details.
- ☐ Use the Materials Checklist to ensure that all necessary forms 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
- ☐ Send all sign-in sheets, consent forms and surveys to Elaine Czarnecki, our evaluator, re: consent forms & surveys. (ecz.read@gmail.com)
- ☐ Jot down observations, quotes, and anecdotes for final report.
- ☐ Send a "thank you" to those involved (if deemed appropriate).
- ☐ Send best photos to Carrie Sanders at the Maryland State Library Agency (carrie.sanders@maryland.gov)