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 or purchase them directly.

☐ 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.

☐ Confirm staff for on-site needs as appropriate, such as set-up, facilitators greeters, sponsors, other.

☐ Finalize plans with *Hatchlings* administrator/ organizer/facilitators, & community partners. Confirm schedules.

☐ Take inventory to be sure all necessary materials are available.

☐ Collate materials into kits ready for pickup, delivery if presenting virtual sessions.

2 - 3 Weeks Before a Program

☐ Confirm final details with team, including social media promotional push.

☐ Confirm registrants using email, phone, What's App, etc. to begin building relationships and remind them of the upcoming program.

☐ Schedule delivery or print materials, if needed. (for instance, sending kits via library delivery truck to branches)

Timeline Checklist, continued

☐ 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 including confirmation of prepared consent forms, sign-in sheets, and printed surveys.

☐ 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

☐ Check current registration list and manage accordingly. Send personalized email reminders/phone call/What's App reminders.

Program Day

☐ Program facilitator will meet with onsite contact/staff to work through any last minute details.

☐ Ensure that consent forms, surveys are available.

For in-person programming:

☐ 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.

Virtual Program Day

☐ Test online platform, video and microphone ahead of time.

☐ Keep sign-up form handy to record attendance.

☐ Take at least one screenshot with the faces of your participants.

After the Program

☐ Enter program statistics.

☐ File all sign-in sheets, consent forms, and surveys or send them to your evaluator.

☐ Store your best photos or send them to your PR department to use when advertising future programs.

☐ Jot down observations, quotes, and anecdotes for final report and for publicity.

☐ Send a "thank you" to those involved (if deemed appropriate).