



Organizing Checklist/ Timeline

You can use and edit this tool however you want; an editable Word version is also available for download on the mgol.net website to modify in whatever way will be most helpful.

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(es)/community partner location(s) and schedule appropriate staff
- 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, and after program options)
- and create a plan for distribution
- Determine which additional language versions will be needed, e.g., Spanish; secure translator to prepare surveys, handouts, promotional materials
- Ensure that publicity data/event information is entered into computer databases and flyers/signage is ordered
- Work with the 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 the catalog, as appropriate, to determine materials to highlight for the program;
- Work with the materials management department if the program requires the purchase of materials;
- Determine hands-on activity materials needed and refreshments to purchase, if appropriate

1 – 2 Months Ahead

- Determine who will be responsible for on-site/virtual needs, such as room set-up, facilitating the program, and providing technical support, if needed.
- Schedule virtual platform (Zoom, StreamYard, etc.), reserve equipment, and schedule staff (tech producers, greeters, & others)
- Finalize plans with Hatchlings administrator, facilitators, community partners, and anyone else involved in the program.
- Hatchlings administrator/facilitators and community partners finalize plans
- Confirm schedules for all staff and sponsors
- Confirm on-site needs as appropriate, such as set-up, presenter introduction, sponsors, etc.
- Collate materials into kits ready for pick-up, and delivery

2 - 3 Weeks Before a Program

- Confirm final details with team
- Use social media for promotional push (Instagram, Facebook, etc.)
- Check registration lists for upcoming programs. Confirm registrants using email, phone, What's App, etc. to begin building relationships and remind them of the upcoming program.
- Use email, phone, WhatsApp etc. to begin building relationships with registrants and remind them of the upcoming program.
- 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, etc.
- Confirm presenter materials, kits for in-program activities, refreshments, if appropriate
- Send email reminders/phone call/WhatsApp reminders to all confirmed registrants

Program Day

- Program facilitator will meet with on-site contact/staff to work through any last-minute details
- Use materials checklist to ensure that all necessary forms are available
- Implement program, including room set-up and tear-down; all materials are in order and are displayed as appropriate
- Count attendance
- Take photos as appropriate

After the Program

- Enter program statistics
- File consent forms, surveys, and sign-in sheets in a place where you can find them easily, if needed.
- Jot down observations, quotes, anecdotes for final report.
- Choose your favorite photos or video clips for publicity purposes.
- Send a “thank you” to those involved (if deemed appropriate)
- Send best photos to your state library or local newspaper.