*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 |
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| ***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. |
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