



## **Hatchlings Project Timeline/Checklist** **Guidelines for Planning Ahead**

***This is a tool for you to use however you want;  
feel free to modify in whatever way will be most helpful to you.***

### **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)
- ☐ 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, e.g., Spanish; secure translator to prepare surveys, handouts, promotional materials
- ☐ Ensure that publicity data is entered into the computer and flyers/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, including technical support, if needed.
- ☐ Schedule virtual platform (Zoom, StreamYard, etc.), tech producer, greeters, other
- ☐ Hatchlings administrator/facilitators and community partners finalize plans
- ☐ Confirm schedules for all staff for on-site needs as appropriate, such as set-up, presenter introduction, sponsors, etc,
- ☐ Collate materials into kits ready for pick-up, delivery

### **2 - 3 Weeks Before a Program**

- ☐ Confirm with team for final details, including social media promotional push
- ☐ Check current registration lists for upcoming programs. Confirm registrants. Use email, phone, What's App, 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, other
- ☐ 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 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; work with Elaine Czarnecki, our evaluator, re: consent forms, surveys. (ecz.read@gmail.com)

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- ❑ Partner with Maryland State Library to help track consent forms, surveys, and sign-in sheets
- ❑ Jot down observations, quotes, 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 ([carrie.sanders@maryland.gov](mailto:carrie.sanders@maryland.gov))