

## PRIME TIME Family Reading Time Program Planning and Implementation Schedule

**Suggested advance time schedule:**

**Write in actual dates:**

<p><b>3-4 months</b> Pre-Training Workshop</p>	<p>Set dates of program Identify preschool facilitator Identify community organizer / translator Complete and submit the online application</p>	<hr/>
<p><b>2-3 months</b> Publicity Kit / Media Relations</p>	<p>Meet with agency staff to discuss scope of project and responsibilities of staff members Begin publicizing program with local media and the community using promotional materials and press releases</p>	<hr/>
<p><b>2 months</b> Program Support Stipend</p>	<p>Complete and submit signed application agreements via email, fax, or mail to the PT staff</p>	
<p><b>6-8 weeks</b> Initial Recruitment / Logistics</p>	<p>Make initial contacts with recruitment partners such as Head Start, Title 1 schools, adult literacy providers, Even Start, adult education and English as a Second Language providers Reserve rooms/areas for discussion and preschool portion of the program Identify an appropriate transportation provider</p>	<hr/>
<p><b>6-8 weeks</b> Community Support</p>	<p>Begin soliciting and/or securing food, door prize and newspaper donations, if necessary Begin soliciting and/or securing volunteers</p>	<hr/>
<p><b>4-6 weeks</b> Books and Logistics</p>	<p>Perform book inventory Complete and submit book inventory form and return to the LEH Develop method for circulation of book packets</p>	<hr/>
<p><b>4-6 weeks</b> Intermediate Recruitment / Logistics</p>	<p>Continue personal recruitment efforts (if applicable) Touch base with recruitment partners (if applicable) Verify staff and volunteer commitments Confirm food, door prize, and newspaper commitments Continue soliciting food, door prize, and newspaper donations (if necessary)</p>	<hr/>
<p><b>3-4 weeks</b> Organizational Meeting / Logistics</p>	<p>Gather entire team for organizational meeting to: Distribute books to scholar and storyteller Provide updates on all program details Get help and input from the team Finalize important details/answering questions</p>	<hr/>
<p><b>1-3 week(s)</b> Final Recruitment</p>	<p>Deadline for receiving complete registration cards for participants and/or recruitment partners</p>	<hr/>

/ Logistics	<p>Contact registered families to verify information and determine need for transportation</p> <p>Plan weekly commercials</p> <p>Establish pick up/drop off route with transportation provider (if necessary)</p> <p>Prepare book packets for circulation</p> <p>Determine weekly registration procedure</p> <p>Make nametags</p> <p>Mail reminders to registered families</p> <p>Assign staff and volunteer duties</p>	<hr/>
<b>1-5 day(s)</b> Important Last Steps	<p>Contact scholar and storyteller to confirm date, time, and location</p> <p>Confirm food, door prize, and newspaper donations and delivery/pick-up methods and times</p> <p>Make reminder calls to registered families</p>	<hr/>
<b>First Session</b> Logistics	<p>Administer commercial and program entry surveys</p> <p>Distribute and collect photograph permission forms</p> <p>Present commercial</p> <p>Draw for door prizes</p> <p>Serve meal/snack (before or after)</p> <p>Distribute donated newspapers</p>	<hr/>
<b>Every Week</b> Logistics	<p>Make reminder calls to registered families</p> <p>Confirm food, door prize, and newspaper donations and delivery/pick-up methods and times</p> <p>Administer commercial and program entry surveys</p> <p>Present commercial</p> <p>Draw for door prizes</p> <p>Serve meal/snack (before or after)</p> <p>Distribute donated newspapers</p>	<hr/>
<b>Last Session</b> Logistics	<p>Administer program completion survey</p> <p>Award completion certificates to participating families</p> <p>Award gift books to regularly attending families</p> <p>Perform “Every Week” logistics (above)</p>	<hr/>
<b>After the Program</b>	<p>Send thank you notes to community partners, donors, and volunteers (1-3 days after)</p> <p>Complete and submit final reports to the LEH (1-4 weeks after)</p> <p>Submit stipend and program support invoices to the LEH for payment/reimbursement (1-4 weeks after)</p> <p>Submit all relevant receipt copies to the LEH (1-4 weeks after)</p> <p>Complete and submit book inventory sheets to the LEH</p> <p>Pack books for shipment to next site (include your completed and blank inventory sheets)</p>	<hr/>
<b>Ongoing</b>	<p>Send information or call participants about other programs of interest</p>	<hr/>