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

### Suggested advance time schedule:

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

### Write in actual dates:

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