

Weekly Checklist

- _____ Room(s) or space(s) reserved.
- _____ Room set-up for reading and discussion program: chairs (semi-circular arrangement works well), small table for storyteller and discussion leader, table for refreshments, etc.
- _____ Room set up for three- to five-year-old group. No chairs are needed. Table(s) covered for craft activities, chair, or stool for storyteller, flat bed book truck for bringing refreshments, etc.
- _____ Registration table set up with registration packets and supplies:
 - Envelopes with participants' nametags
 - Pens and pencils
 - Tickets for door prizes
 - Box or book truck for participants to return book packets beginning 2nd session
 - Extra nametags to make on the spot
 - Box or basket for door prize ticket stubs
- _____ Book packets ready for families to check out.
- _____ Books on each week's theme pulled and attractively displayed to encourage participants to check out.
- _____ Volunteers called.
- _____ Families called to remind them of the program and to return books checked out.
- _____ Transportation confirmed.
- _____ Staff and / or volunteers assigned for the following:
 - Registration
 - Refreshments
 - Library commercial
 - Door prizes
- _____ Refreshments obtained.
- _____ Door prizes solicited.
- _____ Attendance Record (see page 46) Count number of participants each week.
- _____ At the end of each session, initiate a discussion on what **is** working and what **is not** with the team.
- _____ Make notes for your final report.