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.