

Prep Timeline – SAMMIE Teen Programming Kits



- Initial Planning
 - Select a programming date well in advance of your kit's arrival. Allow a minimum of two weeks for the kit to arrive as it may be some time before you're able to check it out!
 - If applicable, check with the Plum Creek Library System or the Pioneerland Library System to see where you are in line for the kit.
 - Coordinate with any outside contributors (general public/local businesses/etc.).
 - Select a venue.
 - Think about your possible food/drink needs.
 - Determine if you think registration is necessary and work with the library staff to coordinate how this will be done.

- You're next!
 - Plan on your kit taking approximately two weeks minimum to travel from its current location to your library.
 - Finalize your program's timeline.
 - Take plenty of time to go through the materials in the box.
 - Test electronics to make sure they're working.
 - Check games to make sure all the pieces and instructions are included.
 - If any are missing let SAMMIE know!

- Three Weeks in Advance:
 - Download the SAMMIE pre-prepared promotional materials off of our website or create your own.
 - Put up promotional material.
 - Posters in your library/notice on your website/table tents in your teen area/a write-up on your blog, etc.
 - Note if your program will be noisy and where that'll be taking place. This gives your patrons warning to avoid this time if they wish to.
 - If permission slips are needed, start to make these available.

- Two Weeks in Advance:
 - Depending upon your local newspapers publishing cycle (weekly/daily/etc.) send in your press release using the sample one created for you on the SAMMIE website or your library's standard.
 - Circulation Desk:
 - Have the librarians working the Circulation desk mention the program to teens that are checking items out. Provide them with quarter-sheet handouts with the program information to place in the books with the library slip.

- One Week in Advance:
 - Continue promotional efforts.
 - Finalize registration numbers if applicable.

- Day of:
 - Allow yourself plenty of set-up time.
 - Have fun!

- Just after:
 - Make sure that all the materials from the kit are returned to the kit.
 - Clean up.
 - Congratulate yourself for a job well done!

- Day after:
 - Complete the evaluation form online at SAMMIE's website.
 - Add your name to the "I'd Like to Share My Experience" list if you'd like.
 - Chronicle your experience with the program in the Programming Journal.
 - Double-check that everything's back in the kit and return it!

