

Adulting 101 Program Checklist

Ferndale Library Webpage: <https://bit.ly/2xSzikz>

5 Weeks Away

- Check in with presenters for program descriptions
- Submit Program Promotion form for press release
- Create registration form and share with staff
- Share program flyer with staff
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4 Weeks Away

- Create Facebook event (Jeff/Kelly)
 - Make sure registration form is linked and shared before FB post
 - In program description, include reminder about folders and program passports
- Take inventory of supplies / order or shop
 - Cups
 - Plates
 - Napkins
 - Folders
- Order supplies
- Pick out and order door prizes (3 or 4 weeks?)

3 Weeks Away

- Pick out punch
- Work on Handouts
 - Ask presenters if they have any and ask for electronic copy
 - Bibliography
 - Punch Recipe Card
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- Submit Check requests for presenters, if applicable
- Facebook Event
 - Remind people to register

2 Weeks Away

- Email presenters about logistics
 - Do you need AV
 - May we livestream your presentation
 - Double check if they have handouts
 - Any special requests

- Set-up?
- Finalize Shopping list
 - Double check supplies
 - Punch
 - Gift wrapping
- Pick out and order door prizes
- Order appetizers (or should this go somewhere else?)

1 Week Away

- Presenters
 - Last call for handouts
 - Follow-up on previous email if anything was left unanswered
- Print Handouts
 - Bibliography
 - Punch Recipe Card
 - Info Handouts (library or presenters)
 - Flyer for next time
 - Program Passport (if applicable)
- Make folders / packets
- Check in with Heather at 3 Winks
- Call/email RSVPs

Week Of

- Gather supplies
 - Fill a cart with everything you can
- Update Adulting Sign
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Day Of

- Charge FB live equipment
- Last minute email to presenters
 - Parking, etc
- Make punch
- Print registration list
- Water for presenters
- Check for presenters

Day/Week after

- Post all handouts / video on Library Website
- Send presenters thank you notes

